

**ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP  
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue/ Financing Sources</u>	<u>Local Cost</u>
<b><u>GENERAL FUND</u></b>				
AGRICULTURE, WEIGHTS AND MEASURES	60	5,195,346	3,433,055	1,762,291
AIRPORTS	65	2,461,753	2,422,940	38,813
COUNTY MUSEUM	71	3,844,442	2,231,590	1,612,852
ECONOMIC AND COMMUNITY DEVELOPMENT:				
ECONOMIC PROMOTION	80	780,751	-	780,751
SMALL BUSINESS DEVELOPMENT	82	200,107	40,000	160,107
ECONOMIC DEV/PUBLIC SVC GROUP ADMIN	58	65,856	-	65,856
LAND USE SERVICES:				
ADMINISTRATION	88	-	-	-
ADVANCE PLANNING	93	3,395,955	2,142,113	1,253,842
BUILDING AND SAFETY	95	5,629,926	5,629,926	-
CODE ENFORCEMENT	97	2,960,413	408,200	2,552,213
CURRENT PLANNING	90	2,292,380	2,292,380	-
FIRE HAZARD ABATEMENT	99	1,951,692	1,951,692	-
PUBLIC WORKS DEPARTMENT:				
REGIONAL PARKS DIVISION	103	6,766,471	5,812,110	954,361
SURVEYOR	117	3,310,588	3,310,588	-
REGISTRAR OF VOTERS	141	4,484,686	1,744,134	2,740,552
SPECIAL DISTRICTS:				
FRANCHISE ADMINISTRATION	144	298,177	-	298,177
TOTAL GENERAL FUND		<u>43,638,543</u>	<u>31,418,728</u>	<u>12,219,815</u>
<b><u>SPECIAL REVENUE FUNDS</u></b>				
		<u>Approp/ Requirement</u>	<u>Revenue/ Financing Sources</u>	<u>Fund Balance</u>
AGRICULTURE, WEIGHTS AND MEASURES:				
CALIFORNIA GRAZING	64	148,825	6,000	142,825
AIRPORTS:				
COMMERCIAL HANGAR	67	1,171,133	438,809	732,324
COUNTY LIBRARY	68	11,561,194	10,875,152	686,042
ECONOMIC AND COMMUNITY DEVELOPMENT	77	62,479,653	45,674,109	16,805,544
JOBS AND EMPLOYMENT SERVICES	84	17,020,579	18,977,350	(1,956,771)
LAND USE SERVICES:				
GENERAL PLAN UPDATE	101	2,312,826	1,000,000	1,312,826
HABITAT CONSERVATION	102	142,735	-	142,735

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<b><u>SPECIAL REVENUE FUNDS</u></b>	<b><u>Page #</u></b>	<b><u>Approp</u></b>	<b><u>Revenue/ Financing Sources</u></b>	<b><u>Fund Balance</u></b>
PUBLIC WORKS DEPARTMENT:				
COUNTY TRAIL SYSTEM	106	9,184,203	9,225,000	(40,797)
MOABI BOAT LAUNCHING FACILITY	110	948,000	1,115,807	(167,807)
PROPOSITION 12 PROJECTS	108	1,963,990	2,164,184	(200,194)
PROPOSITION 40 PROJECTS	109	1,000,000	1,000,000	-
REGIONAL PARKS MAINTENANCE/DEV	112	1,441,634	185,000	1,256,634
CALICO GHOST TOWN MARKETING SCVS	113	428,694	370,500	58,194
OFF-HIGHWAY VEHICLE LICENSE FEE	114	109,012	25,000	84,012
GLEN HELEN PAVILION IMPROVEMENTS	115	194,509	29,500	165,009
GLEN HELEN AMPHITHEATER	111	1,140,960	1,087,000	53,960
SURVEY MONUMENT PRESERVATION	120	360,356	94,190	266,166
ROAD OPERATIONS CONSOLIDATED	121	70,485,718	52,112,083	18,373,635
ETIWANDA INTERCHANGE IMPROVEMENT	125	1,180,000	2,125,085	(945,085)
HIGH DESERT CORRIDOR	126	967,769	772,225	195,544
CALTRANS CONTRACT	124	146,718	298,186	(151,468)
DEVELOPMENT PROJECTS	127	3,897,444	779,743	3,117,701
MEASURE I FUNDS	128	19,715,714	8,793,864	10,921,850
SPECIAL DISTRICTS:				
FISH AND GAME COMMISSION	146	69,753	59,200	10,553
TOTAL SPECIAL REVENUE FUNDS		208,071,419	157,207,987	50,863,432
<b><u>ENTERPRISE FUNDS</u></b>		<b><u>Operating Expense</u></b>	<b><u>Revenue</u></b>	<b><u>Revenue Over (Under) Exp</u></b>
MUSEUM:				
ULTRASCREEN THEATRE	74	-	-	-
MUSEUM STORE	75	147,448	148,400	952
PUBLIC WORKS DEPARTMENT:				
REGIONAL PARKS SNACK BARS	116	71,129	76,600	5,471
SOLID WASTE OPERATIONS	130	46,985,412	46,015,356	(970,056)
SITE CLOSURE/MAINTENANCE	134	10,806,246	10,059,246	(747,000)
SITE ENHANCEMENT/EXPANSION	136	3,806,788	8,204,667	4,397,879
GROUNDWATER REMEDIATION	138	3,422,934	9,283,976	5,861,042
ENVIRONMENTAL MITIGATION	139	2,003,000	2,095,595	92,595
TOTAL ENTERPRISE FUNDS		67,242,957	75,883,840	8,640,883
<b><u>OTHER AGENCY FUNDS</u></b>				
COUNTY ECONOMIC DEVELOPMENT CORP	378	18,659	12,600	6,059
INDUSTRIAL DEVELOPMENT AUTHORITY	379	45,544	1,200	44,344
REDEVELOPMENT AGENCY:				
OPERATING FUND	380	7,071,747	1,586,200	5,485,547
HOUSING FUND	383	4,562,661	632,900	3,929,761
DEBT SERVICE FUND	384	4,638,620	3,664,296	974,324
RDA CAPITAL PROJECTS	385	7,236,136	73,350	7,162,786
RDA HOUSING PROJECTS	386	252,570	4,350	248,220
VICTOR VALLEY ECONOMIC DEVELOPMENT	387	704,983	174,415	530,568
VICTOR VALLEY ECON DEVLP - HOUSING	388	253,541	43,604	209,937
TOTAL OTHER AGENCY FUNDS		24,784,461	6,192,915	18,591,546

## OVERVIEW OF BUDGET

**DEPARTMENT: ECONOMIC DEVELOPMENT/PUBLIC SERVICES**  
**GROUP ADMINISTRATION**  
**ASSISTANT COUNTY ADMINISTRATOR: JOHN GOSS**  
**BUDGET UNIT: AAA PSG**

### I. GENERAL PROGRAM STATEMENT

Economic Development/Public Services Group (ED/PSG) Administration is responsible to the County Administrative Officer for the overall administration of 12 county departments and functions. These departments, which provide most of the municipal functions and services for the county, include the following: Agriculture/Weights and Measures, Airports, Economic and Community Development, County Fire, Jobs and Employment Services, County Library, Land Use Services, Museums, the Redevelopment Agency, Registrar of Voters, Special Districts, and Public Works. This latter department includes the divisions of Transportation, Flood Control, Regional Parks and Solid Waste Management.

Included in this budget unit is an ongoing contribution to the University of California/Riverside Agricultural Extension program.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	256,214	98,000	159,696	65,856
Total Revenue	31,565	-	4,363	-
Local Cost	224,649	98,000	155,333	65,856
Budgeted Staffing		20.5		17.0

2002-03 actual expenditures exceeded budget by approximately \$62,000. This overage is primarily due to a \$60,000 Board-approved allocation of funds to support programs provided by the Arts Council for San Bernardino County.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

The department reduced budgeted staffing by 3.5 positions. This reduction includes the defunding of 2.5 vacant positions (1.0 Staff Analyst I, 1.0 Clerk II, and 0.5 Public Service Employee) and the transfer of 1.0 Staff Analyst II to the Jobs and Employment Services Department (JESD). This reduction in staff is the result of changing workload priorities and requirements of the office.

#### PROGRAM CHANGES

None.

<b>GROUP: Economic Development/Public Services</b> <b>DEPARTMENT: Economic Development/Public Services Administration</b> <b>FUND: General AAA PSG</b>			<b>FUNCTION: General</b> <b>ACTIVITY: Other General</b>		
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Salaries and Benefits	1,533,152	1,749,809	1,866,794	(134,352)	1,732,442
Services and Supplies	382,028	347,090	346,696	(139,040)	207,656
Central Computer	38,629	38,629	28,819	-	28,819
Other Charges	190,000	100,000	65,856	-	65,856
Transfers	-	41,123	41,123	(37,568)	3,555
Total Exp Authority	2,143,809	2,276,651	2,349,288	(310,960)	2,038,328
Reimbursements	(1,984,113)	(2,178,651)	(2,283,432)	310,960	(1,972,472)
Total Appropriation	159,696	98,000	65,856	-	65,856
<b><u>Revenue</u></b>					
Charges for Current Svcs	4,363	-	-	-	-
Total Revenue	4,363	-	-	-	-
Local Cost	155,333	98,000	65,856	-	65,856
Budgeted Staffing		20.5	20.5	(3.5)	17.0

## ED/PSG ADMINISTRATION

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	39,051	MOU.
	75,902	Retirement.
	2,032	Risk Management Workers' Comp.
	<u>116,985</u>	
Services and Supplies	(2,136)	Risk Management Liabilities.
	(258)	Incremental change in EHAP.
	2,000	Increase resulting from the 2% local cost reduction from 2002-03 being transferred to the other charges category.
	<u>(394)</u>	
Central Computer	<u>(9,810)</u>	
Other Charges	(3,920)	4% Spend Down Plan.
	(28,224)	30% Cost Reduction Plan.
	(2,000)	2% local cost reduction from 2002-03 transferred from services & supplies.
	<u>(34,144)</u>	
Reimbursements	<u>(104,781)</u>	Increase from ED/PSG non general fund departments to offset additional costs in salaries & benefits, services & supplies, and computer charges.
Total Appropriation Change	(32,144)	
Total Revenue Change	-	
Total Local Cost Change	(32,144)	
Total 2002-03 Appropriation	98,000	
Total 2002-03 Revenue	-	
Total 2002-03 Local Cost	98,000	
Total Base Budget Appropriation	65,856	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	65,856	

### Board Approved Changes to Base Budget

Salaries and Benefits	(134,352)	Decrease is due to the defunding of 2.5 vacant positions (1.0 Staff Analyst I, 1.0 Clerk II, and 0.5 PSE) and the transfer of 1.0 Staff Analyst II to JESD.
Services and Supplies	(145,651)	Decrease is primarily the result of reduced appropriations for services related the the Economic Development Subgroup. These reductions include the following: Media Buys (25,000), Conferences/Events (38,307), International Trade/Promotion (41,040), Rent Expense (21,920), and Travel Costs (19,384).
	(3,555)	GASB 34 Accounting charge (EHAP).
	10,166	Increased memberships related to the Economic Development Subgroup (6,980) and a number of other minimal increases totaling approximately \$3,000.
	<u>(139,040)</u>	
Transfers	3,555	GASB 34 Accounting charge (EHAP).
	(41,123)	Elimination of transfer to the county's Redevelopment Agency for reimbursement of costs of non-RDA related activities.
	<u>(37,568)</u>	
Reimbursements	310,960	Reduced reimbursements from ED/PSG non-general departments primarily due to less costs associated with the Economic Development Subgroup and the deletion of vacant positions.
Total Appropriation	-	
Total Revenue	-	
Local Cost	-	

## OVERVIEW OF BUDGET

**DEPARTMENT: AGRICULTURE/WEIGHTS AND MEASURES**  
**AGRICULTURAL COMMISSIONER/SEALER: EDOUARD P. LAYAYE**

<b>2003-04</b>					
	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Cost</b>	<b>Fund Balance</b>	<b>Staffing</b>
Ag, Weights & Measures	5,195,346	3,433,055	1,762,291		64.5
California Grazing	148,825	6,000		142,825	-
Total	5,344,171	3,439,055	1,762,291	142,825	64.5

**BUDGET UNIT: AGRICULTURE/WEIGHTS AND MEASURES (AAA AWM)**

### I. GENERAL PROGRAM STATEMENT

The Department of Agriculture, Weights and Measures enforces state and local laws protecting the environment, public health, worker safety and the general welfare of the public by regulating the agricultural industry, pest control businesses, and all business transactions based on count, weight and volume. Additional duties include the inspection of produce and eggs, control of vegetation along state and county road right-of-ways and flood control channels, and the manufacture of rodent baits for sale to the public. The Department is also responsible for management of the county's predatory animal control program.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	4,560,872	5,256,794	4,703,187	5,195,346
Total Revenue	3,479,143	3,638,090	3,234,608	3,433,055
Local Cost	1,081,729	1,618,704	1,468,579	1,762,291
Budgeted Staffing		72.7		64.5
<b><u>Workload Indicators</u></b>				
Quarantine Shipments	27,743	33,000	25,581	30,000
Detection Traps	5,318	6,600	4,802	5,100
Pesticide Use Inspections	1,075	1,100	1,138	1,100
Dozen Eggs Inspected	2,194,494	2,000,000	1,530,870	1,000,000
Weed Control Acres	5,730	7,000	5,255	6,500
Devices Inspected	33,967	35,000	35,899	34,000
Packages Inspected	175,129	200,000	112,710	125,000
Petroleum Sign Inspections	1,523	1,700	1,345	1,500

The variance between the 2002-03 budget and actual appropriations is primarily attributed to salary savings resulting from the hiring restrictions and the downsizing of the state-funded pest detection program, reduction in services/supplies for weed control supplies, non-inventoriable equipment and general expenditures due to a reduced staff.

The variance between the 2002-03 budget and actual revenue is attributed to a reduction in the pest detection program, less weed control work requested and a reduction in the amount of unclaimed gas tax revenue received from the State.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

Budgeted staffing has been reduced by a total of 8.2 positions. Included in base budget is the elimination of 3.2 positions (1.0 Plant Path/Entomologist, 1.0 Agricultural Standards Officer (ASO) and 1.2 PSE) as a result of the 4% Spend Down Plan and the portion of the 30% Cost Reduction Plan implemented. Staffing changes include the elimination of 3.0 Agricultural Field Aide positions that were added in the 2002-03 budget in anticipation of an increase in pest detection services provided to the state, which did not occur; the reduction of 0.5 Public Service Employee (PSE) used in the pest detection program; and the elimination of 1.0 Agricultural Standards Officer IV position due to budgeting this position as an Agricultural Field Aide. The department has also reduced budgeted staffing from 1.0 to 0.5 Agricultural Field Aide due to workload requirements.

## AGRICULTURE/WEIGHTS AND MEASURES

### PROGRAM CHANGES

The Pest Detection program was reduced in accordance with the contract terms specified by the California Department of Food and Agriculture resulting in the reduction of the positions specified in staffing changes and \$84,000 in equipment budgeted last year for the acquisition of compact trucks.

Staffing and revenues associated with egg inspection have decreased as a result of the current Newcastle disease epidemic at poultry ranches. The Agricultural Standards Officer IV position has been reassigned to weights and measures inspections. The workload indicator for package inspection has been decreased as staff is encountering smaller lots of packaged goods more frequently. The amount of time spent on inspecting a small lot compared to a large lot is not significantly different.

Fee adjustments approved during the final budget hearing increased revenue by \$79,610 and were offset by a corresponding increase in services/supplies appropriations to restore previous cuts associated with the 4% Spend Down Plan and 30% Cost Reduction Plan.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Public Protection</b>		
<b>DEPARTMENT: Agriculture/Weights and Measures</b>			<b>ACTIVITY: Protective Inspection</b>		
<b>FUND: General AAA AWM</b>					
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Salaries and Benefits	3,364,729	3,635,585	3,817,805	(121,135)	3,696,670
Services and Supplies	1,127,187	1,375,341	1,347,347	16,914	1,364,261
Central Computer	17,034	17,034	13,587	-	13,587
Other Charges	6,963	7,405	5,943	69	6,012
Equipment	116,320	150,822	112,405	(82,647)	29,758
Transfers	70,954	70,607	69,724	15,334	85,058
Total Appropriation	4,703,187	5,256,794	5,366,811	(171,465)	5,195,346
<b><u>Revenue</u></b>					
License & Permits	465,713	448,600	448,600	65,730	514,330
Fines & Forfeitures	32,379	42,000	42,000	(5,000)	37,000
Use of Money & Prop	1,446	1,000	1,000	300	1,300
Current Services	868,801	940,050	940,050	(5,420)	934,630
State, Fed or Gov't Aid	1,818,104	2,159,940	2,126,370	(217,575)	1,908,795
Other Revenue	46,814	46,500	46,500	(9,500)	37,000
Other Financing Sources	1,351	-	-	-	-
Total Revenue	3,234,608	3,638,090	3,604,520	(171,465)	3,433,055
Local Cost	1,468,579	1,618,704	1,762,291	-	1,762,291
Budgeted Staffing		72.7	69.5	(5.0)	64.5

## AGRICULTURE/WEIGHTS AND MEASURES

Total Changes Included in Board Approved Base Budget		
Salaries and Benefits	100,270	MOU.
	184,192	Retirement.
	47,623	Risk Management Workers Comp.
	(66,365)	Pest exclusion support, 4% Spend Down Plan, 1.0 Plant Path/Entomologist.
	(26,800)	Red Imported Fire Ant survey staff, 1.2 PSE, 30% Cost Reduction Plan.
	(56,700)	Fruit, vegetable inspection, 1.0 Agricultural Standards Officer IV position, 30% Cost Reduction Plan.
	<u>182,220</u>	
Services and Supplies	(9,575)	Risk Management Liabilities.
	(13,445)	General miscellaneous reductions, 30% Cost Reduction Plan.
	(4,574)	Small equipment and training, 4% Spend Down Plan.
	(400)	Membership fee reduction, 4% Spend Down Plan, Plant Path/Ent. Position.
	<u>(27,994)</u>	
Central Computer	<u>(3,447)</u>	
Other Charges	<u>(1,462)</u>	Lease-purchase interest, 4% Spend Down Plan.
Equipment	<u>(38,417)</u>	Lease-purchase termination, 4% Spend Down Plan.
Transfers	<u>(883)</u>	Incremental change in EHAP.
<b>Revenue</b>		
State, Fed or Gov't Aid	(46,470)	Gas tax reimbursement change, 4% Spend Down Plan.
	12,900	Accounting change, 30% Cost Reduction Plan.
	<u>(33,570)</u>	
Total Appropriation Change	110,017	
Total Revenue Change	(33,570)	
Total Local Cost Change	143,587	
Total 2002-03 Appropriation	5,256,794	
Total 2002-03 Revenue	3,638,090	
Total 2002-03 Local Cost	1,618,704	
Total Base Budget Appropriation	5,366,811	
Total Base Budget Revenue	3,604,520	
Total Base Budget Local Cost	1,762,291	

## AGRICULTURE/WEIGHTS AND MEASURES

Board Approved Changes to Base Budget		
Salaries and Benefits	(111,763)	Reduction of 3.0 Ag. Field Aide, 0.5 PSE and deletion of 1.0 Ag. Standard Officer position.
	(20,315)	Reduction of 0.5 Agricultural Field Aide.
	10,943	Net change in benefits, range and step adjustments for all staff.
	<u>(121,135)</u>	
Services and Supplies	(49,900)	Reduction in herbicides (\$20,000), purchase for resale (\$10,000) and non-inventoriable equipment (\$19,000).
	9,000	Increase in presort, mail and courier service rates.
	(13,488)	GASB Accounting Changes (EHAP).
	(8,308)	Net reduction from adjustment of all other services and supply categories.
	79,610	Various appropriation increases resulting from fee adjustments (final budget hearing)
	<u>16,914</u>	
Other Charges	69	Net increase for interest on lease-purchase agreements.
Equipment	(84,000)	Elimination of last year's one-time funding for compact trucks.
	1,353	Net change in Lease purchase agreements.
	<u>(82,647)</u>	
Transfers	1,721	Rent increase for Ontario and Fontana office space.
	13,488	GASB Accounting Changes (EHAP).
	125	Sign making charges from Public Works.
	<u>15,334</u>	
Total Appropriation	<u>(171,465)</u>	
<b>Revenue</b>		
Licenses & Permits	14,000	Increase in device and price scanner registrations.
	1,700	Net increase from changes in pest control business registrations and native plant permits.
	50,030	Fee adjustments adopted (final budget hearing)
	<u>65,730</u>	
Fines & Forfeitures	6,000	Increase in administrative penalties levied for pesticide violations.
	(11,000)	Decrease in administrative penalties levied for weights and measures violations.
	<u>(5,000)</u>	
Use of Money & Prop	300	Increase in the amount of rent received from beekeepers for use of county property.
Current Services	(15,000)	Reduction in phytosanitary certification (\$7,000) and grape maturity certification (\$8,000).
	(10,000)	Net reduction in weed control services.
	(10,000)	Net reduction in reinspection fees, standby, non-commercial device inspections and other svcs.
	29,580	Fee adjustments adopted (final budget hearing)
	<u>(5,420)</u>	
State, Fed or Gov't Aid	(18,460)	Reduction in egg inspection reimbursement due to Newcastle epidemic.
	(167,155)	Elimination of last year's one-time funding for vehicles for pest detection and contract funding correction.
	(46,430)	Net reduction in unclaimed gas tax revenue based on anticipate local cost to perform agriculture programs.
	(9,930)	Reduction in reimbursement rate for petroleum and weighmaster inspections.
	24,400	Net increase in all other state revenue sources.
	<u>(217,575)</u>	
Other Revenue	(10,000)	Reduction in the amount of rodent baits sold to the public.
	500	Increase in the amount of data sales.
	<u>(9,500)</u>	
Total Revenue	<u>(171,465)</u>	
Local Cost	<u>-</u>	



## AGRICULTURE/WEIGHTS AND MEASURES

### BUDGET UNIT: CALIFORNIA GRAZING (SCD ARE)

#### I. GENERAL PROGRAM STATEMENT

The California Grazing budget funds a variety of range improvement projects such as cattle guards, pipelines, tanks, and water dispensing facilities recommended by the county's Range Improvement Advisory Committee (RIAC). RIAC is comprised of five Bureau of Land Management (BLM) lessees and one wildlife member, and are appointed by the Board of Supervisors. RIAC recommends to the Board of Supervisors various grazing improvement projects for funding. The Bureau of Land Management, the federal agency responsible for leasing the grazing allotments to ranchers, reviews the environmental impact of projects. Funding for these projects comes from fees paid to the federal government for grazing leases by ranchers under the provisions of the federal Taylor Grazing Act of 1934. A portion of the grazing fees is distributed back to the county to fund improvements on the federal lands. The county acts in a trustee capacity for these funds. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	-	140,240	-	148,825
Total Revenue	9,207	6,000	8,585	6,000
Fund Balance		134,240		142,825

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, the actual expenditures in this fund are significantly less than budgeted. The amount not expended in 2002-03 has been carried over to the subsequent year's budget.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Public Protection</b>		
<b>DEPARTMENT: Agriculture/Weights and Measures - California Grazing</b>			<b>ACTIVITY: Other Protection</b>		
<b>FUND: Special Revenue SCD ARE</b>					
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Services and Supplies	-	140,240	140,240	8,585	148,825
Total Appropriation	-	140,240	140,240	8,585	148,825
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	8,585	6,000	6,000	-	6,000
Total Revenue	8,585	6,000	6,000	-	6,000
Fund Balance		134,240	134,240	8,585	142,825

  

<b>Board Approved Changes to Base Budget</b>		
Services and Supplies	8,585	Available fund balance based on 2002-03 revenue received.
Total Appropriation	8,585	
Fund Balance	8,585	

## OVERVIEW OF BUDGET

**DEPARTMENT: AIRPORTS**  
**DIRECTOR: J. WILLIAM INGRAHAM**

2003-04					
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Airports	2,461,753	2,422,940	38,813		28.9
Commercial Hangar	1,171,133	438,809		732,324	-
TOTAL	3,632,886	2,861,749	38,813	732,324	28.9

### BUDGET UNIT: AIRPORTS (AAA APT)

#### I. GENERAL PROGRAM STATEMENT

Airports provides for the management, maintenance, and operation of the five county owned airports (Chino, Barstow-Daggett, Needles, Twentynine Palms, and Baker) and the special district facility at Apple Valley. The department also assists the county's private and municipal airport operators in planning, interpreting, and implementing FAA general aviation requirements.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	2,415,329	2,518,785	2,341,857	2,461,753
Total Revenue	2,356,612	2,461,028	2,279,907	2,422,940
Local Cost	58,717	57,757	61,950	38,813
Budgeted Staffing		28.9		28.9
<b>Workload Indicators</b>				
Maintenance Hours:				
Chino	10,510	11,000	11,891	11,800
Barstow-Daggett	5,488	7,200	5,596	7,200
Apple Valley	5,960	7,200	5,996	7,200
Needles	603	400	883	600
Twentynine Palms	832	800	502	600
Baker	83	120	221	120

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: ED/PSG DEPARTMENT: Airports FUND: General AAA APT			FUNCTION: General ACTIVITY: Other General		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	1,558,953	1,668,587	1,798,201	32,749	1,830,950
Services and Supplies	1,155,112	1,247,920	1,388,771	(148,000)	1,240,771
Central Computer	6,741	6,741	5,182	-	5,182
Other Charges	43,772	51,519	51,519	(2,264)	49,255
Transfers	5,015	-	(932)	22,842	21,910
Total Exp Authority	2,769,593	2,974,767	3,242,741	(94,673)	3,148,068
Reimbursements	(427,736)	(455,982)	(686,315)	-	(686,315)
Total Appropriation	2,341,857	2,518,785	2,556,426	(94,673)	2,461,753
<b>Revenue</b>					
Use of Money & Prop	2,046,315	2,199,794	2,256,379	(100,066)	2,156,313
State Aid	40,323	40,000	40,000	-	40,000
Current Services	137,381	140,128	140,128	26,499	166,627
Other Revenue	55,888	81,106	81,106	(21,106)	60,000
Total Revenue	2,279,907	2,461,028	2,517,613	(94,673)	2,422,940
Local Cost	61,950	57,757	38,813	-	38,813
Budgeted Staffing		28.9	28.9	-	28.9

## AIRPORTS

Total Changes Included in Board Approved Base Budget		
Salaries and Benefits	41,263	MOU.
	77,160	Retirement.
	11,191	Risk Management Workers' Compensation.
	<u>129,614</u>	
Services and Supplies	<u>140,851</u>	Risk Management Liabilities increase (143,161) less 4% Spend Down (\$2310).
Central Computer	<u>(1,559)</u>	
Transfers	<u>(932)</u>	Incremental change in EHAP.
Reimbursements	<u>(186,661)</u>	Recovery of risk management charges for Apple Valley Airport and commercial hangars.
	<u>(43,672)</u>	Recovery salaries and benefits increases related to operation of Apple Valley Airport.
	<u>(230,333)</u>	
<b>Revenue</b>		
Use of Money & Prop	<u>56,585</u>	Revenue necessary to offset base year adjustments and meet 30% Spend Down.
<hr/>		
Total Appropriation Change	37,641	
Total Revenue Change	56,585	
Total Local Cost Change	(18,944)	
<hr/>		
Total 2002-03 Appropriation	2,518,785	
Total 2002-03 Revenue	2,461,028	
Total 2002-03 Local Cost	57,757	
<hr/>		
Total Base Budget Appropriation	2,556,426	
Total Base Budget Revenue	2,517,613	
Total Base Budget Local Cost	38,813	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>32,749</u>	Increase in salary cost related to upgrade of Supervising Accounting Tech to Staff Analyst II (\$19,000) and step increases (\$13,749).
Services and Supplies	<u>(30,158)</u>	Reduction in professional services due to funding constraints.
	<u>(15,842)</u>	GASB 34 Accounting Change (EHAP).
	<u>(102,000)</u>	Reduction in maintenance expenses due to funding constraints.
	<u>(148,000)</u>	
Other Charges	<u>(2,264)</u>	Reduction in debt service payments on state construction loans.
Transfers	<u>22,842</u>	Includes reimbursement to Small Business Development for service provide to comply with federal Disadvantage Business Enterprise requirements (\$7,000) and GASB 34 Accounting Change (\$15,842).
<hr/>		
Total Appropriation	<u>(94,673)</u>	
Revenue		
Use of Money & Property	<u>(100,066)</u>	Reduction in rent estimates based on experience in 2002-03.
Current Services	<u>26,499</u>	Fees for consulting services provided to San Bernardino International Airport Authority.
Other Revenue	<u>(21,106)</u>	Decrease in revenue from U.S. Army for wastewater treatment svcs at Barstow-Daggett Airport.
Total Revenue	<u>(94,673)</u>	
Local Cost	<u>-</u>	

## AIRPORTS

### BUDGET UNIT: CHINO AIRPORT COMMERCIAL HANGAR FACILITY (RCI APT)

#### I. GENERAL PROGRAM STATEMENT

The Commercial Hangar Facility located at Chino Airport was constructed in 1987 through proceeds from a 30-year bond issue. Since 1996, the Airports Department has been responsible for the facility's maintenance and operation. Expenditures include the annual transfer of approximately \$860,000 to the General Fund for the debt service payment. Expenditures are financed from the remaining fund balance, as well as revenues generated from leasing the facility. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	553,198	2,198,380	893,454	1,171,133
Total Revenue	394,792	888,640	316,038	438,809
Fund Balance		1,309,740		732,324
<b><u>Workload Indicators</u></b>				
Maintenance Hours	305	400	400	400

The 2002-03 budgeted appropriations include contingencies in the amount of \$1,288,628 that are not reflected in the 2002-03 actual amounts. This is because appropriations in this category cannot be spent without prior Board approval. The 2002-03 actual revenues are \$572,602 less than budget due to vacancies at the hangar facility during the year.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### **PROGRAM CHANGES**

None

GROUP: ED/PSG DEPARTMENT: Airport FUND: Special Revenue RCI APT			FUNCTION: Public Ways and Facilities ACTIVITY: Transportation		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Services and Supplies	37,172	53,470	53,470	12,530	66,000
Contingencies & Reserves	-	1,288,628	1,288,628	(1,177,871)	110,757
Transfers	<u>856,282</u>	<u>856,282</u>	<u>856,282</u>	<u>138,094</u>	<u>994,376</u>
Total Appropriation	893,454	2,198,380	2,198,380	(1,027,247)	1,171,133
<b><u>Revenue</u></b>					
Use of Money & Prop	<u>316,038</u>	<u>888,640</u>	<u>888,640</u>	<u>(449,831)</u>	<u>438,809</u>
Total Revenue	316,038	888,640	888,640	(449,831)	438,809
Fund Balance		1,309,740	1,309,740	(577,416)	732,324
<b>Board Approved Changes to Base Budget</b>					
Services and Supplies	<u>12,530</u>	Increase due to additional maintenance requirements.			
Contingencies	<u>(1,177,871)</u>	Reduction due to less revenues anticipated in 2003-04 and less fund balance available.			
Transfers	<u>138,094</u>	Reimburse the general fund (AAA APT) for Risk Management charges.			
Total Appropriation	<u>(1,027,247)</u>				
<b>Revenue</b>					
Use of Money & Prop.	<u>(449,831)</u>	Decrease in rental revenue due to low occupancy rates.			
Total Revenue	<u>(449,831)</u>				
Fund Balance	<u>(577,416)</u>				

## OVERVIEW OF BUDGET

DEPARTMENT: COUNTY LIBRARY  
COUNTY LIBRARIAN: EDWARD KIECZYKOWSKI  
BUDGET UNIT: SAP CLB

### I. GENERAL PROGRAM STATEMENT

The San Bernardino County Library provides public library services through a network of 29 branches in the unincorporated areas and 18 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. The County Library also operates a mobile unit in the High Desert that serves young children and their parents and caregivers. The County Library provides access to information through its collection of approximately 1,200,000 items as well as 300 Internet Accessible Public Computers. Cultural and educational programs for all ages are provided at Branch locations. The County Library system is financed primarily through property taxes.

### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>
Total Appropriation	11,749,004	12,217,331	11,536,150	11,561,194
Total Financing Sources	11,930,075	11,759,634	11,697,656	10,875,152
Fund Balance		457,697		686,042
Budgeted Staffing		212.0		209.2
<b><u>Workload Indicators</u></b>				
Circulation	2,931,733	3,025,100	2,902,322	2,900,000
Reference Inquiries	567,531	599,700	547,728	625,000
Branches	28	28	29	29
Total Branch Hours	66,632	66,700	67,864	67,800
Patron Visits	3,124,386	3,200,000	3,309,508	3,350,000

Actual expenditures for 2002-03 were \$681,181 less than originally budgeted. The Department experienced a \$221,596 savings in salaries and benefits due to the countywide hiring freeze and its related impact on filling vacant positions. Also, book purchases were curtailed by \$285,375 in response to a cutback in state revenues. The remaining savings of \$174,210 is primarily the result of County Library contracting for fewer professional services than initially projected.

Branch hours and patron visits have increased resulting from the addition of the Serrano Branch Library during 2002-03. However, the library materials circulation has remained virtually unchanged due to significant reductions to the book budget.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

The department's 2003-04 budgeted staffing has a net decrease of 2.8 positions from the prior year. Included in base budget is the addition of 1.0 Librarian I for the Highland Environmental Learning Center Project and 0.6 Library Associate for the new Serrano Branch Library, which were both approved by the Board as mid-year adjustments during 2002-03. There is a reduction in budgeted staffing of 3.4 positions (1.0 Librarian IV, 1.0 Clerk II, 1.0 Library Assistant, and 0.4 Library Pages) due to the frequent turnover of positions in these two classifications. Per Board direction 1.0 vacant budgeted Librarian II position that was not in recruitment was deleted during budget adoption.

#### **PROGRAM CHANGES**

The Board approved an increase in fines for overdue books and audio-visual materials, as well as approving a new computer printing fee. The additional revenue from these fee revisions, which is estimated to be \$249,000 per year, will be used primarily to augment the Department's book budget. The 2003-04 budget reflects this additional revenue and corresponding appropriations.

County Library's 2003-04 budget also reflects a \$762,942 reduction in purchases in library materials. This decrease was necessitated by further cuts in state revenues.

# COUNTY LIBRARY

GROUP: Economic Development/Public Services  
DEPARTMENT: County Library  
FUND: Special Revenue SAP CLB

FUNCTION: Education  
ACTIVITY: Library

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	7,014,957	7,236,552	7,954,985	(150,481)	7,804,504
Services and Supplies	3,783,368	4,103,468	3,697,989	(483,410)	3,214,579
Central Computer	100,104	100,104	100,104	(27,095)	73,009
Other Charges	75,560	112,395	112,395	530	112,925
Structures & Imprvmts.	-	306,000	306,000	(156,000)	150,000
Equipment	7,475	-	-	-	-
Vehicles	29,475	32,000	32,000	(32,000)	-
Transfers	912,578	750,070	750,070	(229,363)	520,707
Total Exp Authority	11,923,517	12,640,589	12,953,543	(1,077,819)	11,875,724
Reimbursements	(387,367)	(423,258)	(423,258)	108,728	(314,530)
Total Appropriation	11,536,150	12,217,331	12,530,285	(969,091)	11,561,194
<b>Revenue</b>					
Taxes	7,892,701	7,692,850	8,250,649	-	8,250,649
Current Services	889,494	765,000	838,631	241,369	1,080,000
State, Fed or Gov't Aid	1,555,748	1,692,043	1,373,567	(729,664)	643,903
Other Revenue	1,056,142	1,309,741	1,309,741	(697,141)	612,600
Total Revenue	11,394,085	11,459,634	11,772,588	(1,185,436)	10,587,152
Other Financing Sources	303,571	300,000	300,000	(12,000)	288,000
Total Financing Sources	11,697,656	11,759,634	12,072,588	(1,197,436)	10,875,152
Budgeted Staffing		212.0	213.6	(4.4)	209.2
Fund Balance		457,697	457,697	228,345	686,042

		<b>Total Changes Included in Board Approved Base Budget</b>	
Salaries and Benefits	214,151	MOU.	
	407,355	Retirement.	
	12,927	Risk Management Workers' Comp.	
	29,000	0.6 budgeted Library Associate for new Serrano Branch, Board approved September 27, 2002.	
	55,000	1.0 budgeted Librarian I to manage Highland's Environmental Learning Center Project, Board approved October 29, 2002.	
	<u>718,433</u>		
Services and Supplies	(84,000)	Reduction to professional services to offset increased salaries & benefits.	
	(318,476)	Reduction to book budget to offset decreased state aid per Board item dated October 8, 2002.	
	(3,003)	Incremental change in EHAP.	
	<u>(405,479)</u>		
<b>Revenue</b>			
Taxes	<u>557,799</u>	Projected increase in property tax revenue to offset above costs.	
Current Services	<u>73,631</u>	Projected increase in service fees revenues based on 2002-03 estimates.	
State, Fed or Gov't Aid	<u>(318,476)</u>	Reductions to state aid after final approval of state budget per Board item dated October 8, 2002.	
Total Appropriation Change	312,954		
Total Financing Sources Change	312,954		
Total Fund Balance Change	-		
Total 2002-03 Appropriation	12,217,331		
Total 2002-03 Financing Sources	11,759,634		
Total 2002-03 Fund Balance	457,697		
Total Base Budget Appropriation	12,530,285		
Total Base Budget Financing Sources	12,072,588		
Total Base Budget Fund Balance	457,697		

## COUNTY LIBRARY

Board Approved Changes to Base Budget		
Salaries and Benefits	(150,481)	Decrease of 1.0 Librarian IV (\$75,000), 1.0 Librarian II (\$60,000), and 1.0 Clerk II (\$32,000), as well as a 1.4 decrease for various Library Assistant/Library Page positions (\$37,000). These decreases are partially offset by step increases of \$53,519.
Services and Supplies	79,757 (444,466) (150,000) 45,000 49,066 (106,000) 49,678 30,310  (36,755) (483,410)	Increase in telecommunications expenses and ISD costs. Reduction of materials budget. Decrease in PCs and non-inventoriable equipment. Increased reimbursement to Friends groups for video rentals. Increased general office expenses. Reduced budgets for the following: Professional services (\$16,000), software (\$35,000) Training (\$13,000), Publications (\$11,000), Printing (\$12,000), Utilities (\$9,000), and Travel (\$10,000). Increase of COWCAP. Increase in advertising costs (\$9,000), custodial services (\$10,000) and a net increase in various other accounts (\$11,310). GASB 34 accounting change (EHAP).
Central Computer	(27,095)	
Other Charges	530	Increased debt service on Infrastructure Bank loan (financed Apple Vly Library Construction).
Structures/Improvements	(156,000)	Apple Valley Library construction funds expended 2002-03.
Vehicles	(32,000)	No vehicle purchases planned in 2003-04.
Transfers	36,755 (16,118) (250,000)  (229,363)	GASB 34 accounting change (EHAP). Reduction in rent due to termination of old Apple Valley Branch leased building. One-time donation used in 2002-03 to reimburse A & E for construction costs related to the Apple Valley Branch Library.
Reimbursements	3,970 53,000 51,758 108,728	Reduced reimbursements for Recorder's services & space rent. Projected reduction in CDBG Grant funding. Reduced amount from trust fund for Bloomington Library.
Total Appropriation	(969,091)	
<b>Revenue</b>		
Current Services	241,369	Additional revenue the result of the Board approved increases in fines for overdue books and audio-visual materials.
State, Fed or Gov't Aid	(729,664)	Reduction is mainly the result of less revenue from the State Public Library Fund.
Other Revenue	(250,000) 11,000 (80,000) (310,141) (20,000) (48,000)  (697,141)	One-time Apple Valley library contribution expended in 2002-03. Big Bear Library utility reimbursement. Reduction in E-rate reimbursement. Reduction in First Five Grant (formerly Children & Families Commission LITE Program Grant). Projected reduction in Friends of the Library donations. HSS space reimb was incorrectly listed in both 9970 (Revenue) and 5013 (Reimbursements) in 2002-03.
Total Revenue	(1,185,436)	
Other Financing Sources	(12,000)	Less revenue from the Co. General Fund as a result of the Board approved 4% cost reduction plan.
Total Financing Sources	(1,197,436)	
Fund Balance	228,345	

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY MUSEUM**  
**DIRECTOR: ROBERT MCKERNAN**

2003-04					
	<u>Appropriation</u>	<u>Revenue/ Financing Sources</u>	<u>Local Cost</u>	<u>Rev Over (Under) Appr</u>	<u>Staffing</u>
County Museum	3,844,442	2,231,590	1,612,852		52.5
UltraScreen Theatre	-	-		-	-
Museum Store	147,448	148,400		952	2.1
<b>TOTAL</b>	<b>3,991,890</b>	<b>2,379,990</b>	<b>1,612,852</b>	<b>952</b>	<b>54.6</b>

### BUDGET UNIT: COUNTY MUSEUM (AAA CCM)

#### I. GENERAL PROGRAM STATEMENT

The Museum provides cultural and educational programs and activities at the main facility in Redlands and seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (Rains House), Daggett Stone Hotel, Asistencia Mission in Redlands, Mousley Museum of Natural History in Yucaipa, Yorba-Slaughter Adobe in Chino, and Yucaipa Adobe. These activities involve preservation of collections, display of permanent and special exhibitions, and care for historical sites depicting the history and culture of San Bernardino County. Museum programs promote learning and awareness through community outreach, partnerships with educational institutions, and research that enhances both the collections and educational services. Permanent and loaned collections are preserved for the benefit of the public and for the scientific community. The Museum has several divisions including Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. The Biological Science division performs short and long-term field studies involving the flora and fauna in the southwestern United States. The Geological Sciences division conducts research including geologic mapping and paleontologic assessments for excavation and mitigation of fossil specimens. The revenue received for research by these two divisions subsidizes a portion of Museum activities.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>
Total Appropriation	5,227,425	4,540,213	4,069,878	3,844,442
Total Financing Sources	2,319,560	3,145,487	2,676,985	2,231,590
Local Cost	2,907,865	1,394,726	1,392,893	1,612,852
Budgeted Staffing		77.7		52.5
<b><u>Workload Indicators</u></b>				
Total Attendance	108,909	78,900	65,185	70,000
Collected Lots, Objects & Specimen	1,200,000	1,200,000	1,500,000	1,510,000
Research Revenue	1,836,246	2,694,200	2,088,020	1,648,500

The 2002-03 revenue shortfall of \$468,502 is partly attributed to a \$234,657 budgeted Bureau of Reclamation contract for Southwestern Willow Flycatcher field studies that was not awarded to the county. In addition, other budgeted revenue not realized included anticipated projects for The Wildlands Conservancy of \$200,000 and the Santa Ana Water Authority of \$215,000. These reductions were partially offset by unanticipated research revenue mainly from a project for Nevada Power. As a result of research work being less than expected, the department was able to achieve a savings in salaries & benefits and services & supplies to offset the overall revenue shortfall.

The workload indicators reflect a decrease in Museum attendance from 2001-02 based on impacts from the declining economic conditions and reductions in the number of outside exhibits presented at the County Museum.



## COUNTY MUSEUM

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

Budgeted staffing has been reduced by a total of 25.2 positions. A decrease of 24.7 positions are due to fewer research projects anticipated in 2003-04. These staffing reductions include 16.0 unclassified research positions, 5.2 education positions, 1.0 associate curator, 1.0 secretary, and 1.5 historic site managers. These staffing deletions involve the layoff of one regular status position and five non-regular status positions (unclassified positions, contract employees, and/or probationary employees). The remaining 18.7 positions deleted were already vacant. In addition, the Department defunded 0.5 Security Officer as part of the 4% Spend Down Plan.

#### PROGRAM CHANGES

The 2003-04 budget is based on a reduction in revenue previously generated through the Bureau of Reclamation's Southwestern Willow Flycatcher and Metropolitan Water District research projects. This loss of revenue has required the Department to decrease its staff by 24.7 positions, as described above.

The Museum's budget reflects a reorganization within the Education Division that will emphasize school programs, exploration station, gallery interpretation, exhibit development, and the volunteer program. Public programming and outreach will be available on a limited schedule.

Traveling exhibits presented at the County Museum in the past have been discontinued for the future, as staff shifts the focus from leased exhibits to development of special exhibits using Museum collections. There was one exhibit reserved for the summer of 2003, but there are no other leased traveling exhibits scheduled.

The Board approved an increase in admission fees at the County Museum, which is expected to generate approximately \$122,000 per year in additional revenues. This anticipated revenue, along with \$10,000 from an increase in the Paleontologic record research fee, will be used to restore previous budget cuts in marketing, facilities/grounds maintenance, and custodial services. The Department's 2003-04 budget reflects this additional fee revenue and the corresponding appropriation increases.

GROUP: Economic Development/Public Services DEPARTMENT: County Museum FUND: General AAA CCM			FUNCTION: Cultural Services ACTIVITY: Museums		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	2,877,289	3,240,578	3,503,041	(795,811)	2,707,230
Services and Supplies	1,116,049	1,257,722	1,218,539	(131,756)	1,086,783
Central Computer	33,983	34,577	29,423	-	29,423
Equipment	35,593	9,800	9,800	-	9,800
Transfers	22,536	22,536	22,536	13,670	36,206
Total Exp Authority	4,085,450	4,565,213	4,783,339	(913,897)	3,869,442
Reimbursements	(15,572)	(25,000)	(25,000)	-	(25,000)
Total Appropriation	4,069,878	4,540,213	4,758,339	(913,897)	3,844,442
<b><u>Revenue</u></b>					
Use of Money & Prop	42,747	41,200	41,200	15,350	56,550
Current Services	2,334,401	2,876,875	2,876,875	(866,674)	2,010,201
State, Fed or Gov't Aid	20,470	4,000	4,000	-	4,000
Other Revenue	264,471	223,412	223,412	(77,573)	145,839
Total Revenue	2,662,089	3,145,487	3,145,487	(928,897)	2,216,590
Operating Transfer In	14,896	-	-	15,000	15,000
Total Financing Sources	2,676,985	3,145,487	3,145,487	(913,897)	2,231,590
Local Cost	1,392,893	1,394,726	1,612,852	-	1,612,852
Budgeted Staffing		77.7	77.2	(24.7)	52.5

## COUNTY MUSEUM

Total Changes Included in Board Approved Base Budget	
Salaries and Benefits	92,075 MOU.
	149,992 Retirement.
	28,214 Risk Management Workers Comp.
	(7,818) Defund vacant 0.5 Security Officer as part of the 4% Spend Down Plan.
	<u>262,463</u>
Services and Supplies	11,121 Risk Management Liabilities.
	(2,333) Incremental change in EHAP.
	(47,971) Various services and supplies have been decreased as part of the 4% Spend Down Plan.
	<u>(39,183)</u>
Central Computer	<u>(5,154)</u>
Total Appropriation Change	218,126
Total Financing Sources Change	-
Total Local Cost Change	218,126
Total 2002-03 Appropriation	4,540,213
Total 2002-03 Financing Sources	3,145,487
Total 2002-03 Local Cost	1,394,726
Total Base Budget Appropriation	4,758,339
Total Base Budget Financing Sources	3,145,487
Total Base Budget Local Cost	1,612,852

Board Approved Changes to Base Budget	
Salaries and Benefits	(795,811) Savings related to the reduction of 24.7 budgeted positions due to a decrease in research revenue.
Services and Supplies	(68,585) Decrease in expenses related to reduction in research projects. Includes operating expenses, motor pool charges, rent expense, hotel stays, utilities, communication charges, and travel.
	(22,600) Decrease in inventoriable equipment resulting from less research revenue anticipated in 2003-04.
	(56,000) Decrease in operating expenses formerly allocated for Getty Grant.
	(18,460) Decrease in operating expenses for education division, related to reorganization.
	(15,100) Reduction in purchase of computer equipment.
	(13,089) GASB 34 Accounting Change (EHAP).
	24,750 Refurbishment for permanent exhibit galleries.
	10,177 Planned expenditures for AmeriCorps members through the City of Redlands.
	11,067 Increase in insurance costs.
	16,084 Increases to various expenditures including marketing, maintenance and custodial services.
	<u>(131,756)</u>
Transfers	<u>13,670</u> GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(913,897)</u>
Revenue	
Use of Money & Prop	<u>15,350</u> Increase in use of money and property due to facility rentals and Death Valley exhibit.
Current Services	(1,008,343) Decrease in revenue for research projects.
	132,501 Increase in revenue from Board approved fee adjustments.
	(9,670) Decrease in admissions revenue projected.
	18,838 Increase in revenue related to education programs.
	<u>(866,674)</u>
Other Revenue	33,500 Increase in cultural resource management services and research.
	(75,000) Getty Grant forecast reduction.
	(22,750) SCAQMD project completed.
	(15,000) Contribution from Museum Store reclassified to other financing sources.
	1,677 Net increase in various other revenue accounts.
	<u>(77,573)</u>
Other Financing Sources	<u>15,000</u> Contribution from Museum Store now classified in this category.
Total Financing Sources	<u>(913,897)</u>
Local Cost	<u>-</u>

# COUNTY MUSEUM

## BUDGET UNIT: ULTRASCREEN THEATRE (EML CCR)

### I. GENERAL PROGRAM STATEMENT

The UltraScreen Theatre, which was the county's large screen facility located at the Ontario Mills Mall, was sold to the Ontario Mills Corporation in December of 1999. Also, the debt the county incurred to finance the Theatre was retired in November of 2000. However, this budget unit remained active to account for the cost of storing the projection equipment. The county sold the equipment in July 2002; consequently, this budget unit has now been closed out.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	6,062	4,000	2,815	-
Total Revenue	23,593	7,000	(1,764,073)	-
Revenue Over/(Under) Exp	17,531	3,000	(1,766,888)	-

Negative revenues of \$1,764,073 in 2002-03 reflect the loss from the sale of the Theatre's projection equipment. As mentioned above, the sale took place in July 2002 and was the last remaining transaction that was needed to occur for this budget unit to terminate.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

#### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Cultural Services		
DEPARTMENT: County Museum - Ultra Screen Theatre			ACTIVITY: Recreation Facilities		
FUND: Enterprise EML CCR					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Services & Supplies	2,815	4,000	-	(4,000)	-
Depreciation	-	-	-	-	-
Total Operating Expense	2,815	4,000	-	(4,000)	-
<b><u>Revenue</u></b>					
Use of Money & Prop	6,754	7,000	-	(7,000)	-
Other Revenue	(1,770,827)	-	-	-	-
Total Revenue	(1,764,073)	7,000	-	(7,000)	-
Revenue Over/(Under) Exp	(1,766,888)	3,000	-	(3,000)	-

#### Board Approved Changes to Base Budget

Services and Supplies	(4,000)	Close out budget unit.
Total Operating Expense	(4,000)	
Revenue	(7,000)	Close out budget unit.
Revenue Over/(Under) Exp	(3,000)	

# COUNTY MUSEUM

## BUDGET UNIT: MUSEUM STORE (EMM CCR)

### I. GENERAL PROGRAM STATEMENT

The Museum Store operates as an enterprise fund under the management of the San Bernardino County Museum. The Store is considered an integral part of the visitor experience and provides many items for sale including books and publications, educational toys, thematic novelty items for exhibitions, jewelry, minerals, and souvenirs. The store supports Museum operations and makes an annual financial contribution to the Museum.

### II. BUDGET & WORKLOAD HISTORY

	<u>2001-02</u>	<u>2002-03</u>	<u>2002-03</u>	<u>2003-04</u>
Total Operating Expense	217,085	154,789	179,220	147,448
Total Revenue	225,740	159,000	174,800	148,400
Revenue Over/(Under) Exp	8,655	4,211	(4,420)	952
Budgeted Staffing		2.3		2.1
<u>Workload Indicators</u>				
Purchases for resale	96,213	55,000	72,330	46,380
Taxable sales	194,165	159,000	174,800	148,400

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

The Museum store has decreased budgeted staffing by 0.2 to reflect minimum staffing levels that correlate to an anticipated decrease in sales based on projected attendance for 2003-04.

#### PROGRAM CHANGES

Changes in programming, with a shift away from traveling exhibits toward the development of in-house special exhibits, along with the declining economy, will result in an estimated decrease in attendance and related decrease in taxable sales.

GROUP: Economic Development/Public Services			FUNCTION: Cultural Services		
DEPARTMENT: County Museum - Museum Store			ACTIVITY: Cultural Services		
FUND: Enterprise EMM CCR					
	<u>2002-03</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2003-04</u>
	<u>Actuals</u>	<u>Approved Budget</u>	<u>Board Approved Base Budget</u>	<u>Board Approved Changes to Base Budget</u>	<u>Final Budget</u>
<u>Appropriation</u>					
Salaries & Benefits	84,562	80,262	87,191	(1,521)	85,670
Services & Supplies	79,658	69,527	62,598	(16,218)	46,380
Other Charges	15,000	5,000	5,000	(5,000)	-
Transfers	-	-	-	15,398	15,398
Total Operating Expense	179,220	154,789	154,789	(7,341)	147,448
<u>Revenue</u>					
Other Revenue	174,800	159,000	159,000	(10,600)	148,400
Total Revenue	174,800	159,000	159,000	(10,600)	148,400
Revenue Over/(Under) Exp	(4,420)	4,211	4,211	(3,259)	952
Budgeted Staffing		2.3	2.3	(0.2)	2.1

## COUNTY MUSEUM

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	2,328	MOU.
	4,493	Retirement.
	108	Risk Management Workers Comp.
	<u>6,929</u>	
Services and Supplies	<u>(6,929)</u>	Reduction necessary to offset increased salaries and benefits costs.
<hr/>		
Total Operating Expense	-	
Total Revenue Change	-	
Total Revenue Over/(Under) Exp	-	
<hr/>		
Total 2002-03 Operating Expense	154,789	
Total 2002-03 Revenue	159,000	
Total 2002-03 Rev Over/(Under) Exp	4,211	
<hr/>		
Total Base Budget Operating Exp	154,789	
Total Base Budget Revenue	159,000	
Total Base Rev Over/(Under) Exp	4,211	

### Board Approved Changes to Base Budget

Salaries and Benefits	<u>(1,521)</u>	Savings related to the reduction of 0.2 budgeted position due to a decrease in sales.
Services and Supplies	(15,000)	Decrease in purchase for resale.
	(1,200)	Decrease in printing expenditures.
	(18)	Net decrease in various expense accounts.
	<u>(16,218)</u>	
Other Charges	<u>(5,000)</u>	Museum contribution for 2002-03 is reclassified to transfers.
Transfers	15,398	EHAP Charges (\$398); reclassification of Museum contribution from other charges (\$5,000) plus increase in contribution to Museum (\$10,000).
	<u>(7,341)</u>	
Total Operating Expense	<u>(7,341)</u>	
Total Revenue	<u>(10,600)</u>	Decrease in taxable sales due to programming changes.
Revenue Over/(Under) Exp	<u>(3,259)</u>	

## OVERVIEW OF BUDGET

DEPARTMENT: ECONOMIC AND COMMUNITY DEVELOPMENT  
DIRECTOR: THOMAS R. LAURIN

	2003-04				
	Appropriation/ Requirement	Revenue	Local Cost	Fund Balance	Staffing
ECD Consolidated	62,479,653	45,674,109		16,805,544	61.0
Economic Promotion	780,751	-	780,751		2.0
Small Business Dev	200,107	40,000	160,107		4.0
TOTAL	63,460,511	45,714,109	940,858	16,805,544	67.0

BUDGET UNIT: ECONOMIC AND COMMUNITY DEVELOPMENT  
CONSOLIDATED (SAR, SAS, SAT, SAU, SAV, SBA,  
SBC, SBD, SBE, SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ,  
SDK, SDR)

### I. GENERAL PROGRAM STATEMENT

Economic and Community Development is responsible for applying for and administering federal, state, and local grant funds allocated to the County of San Bernardino for housing, economic, and community development programs. Federal funds comprise a large percentage of the total monies included in the department's budget through Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), Home Investment Partnership Grant (HOME), the Neighborhood Initiative Grant (NI), and the Economic Development Initiative Program (EDI) Grant.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Requirement	23,021,281	56,888,676	23,714,740	62,479,653
Total Revenue	27,223,213	41,540,670	25,026,053	45,674,109
Fund Balance		15,348,006		16,805,544
Budgeted Staffing		61.0		61.0

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. Most of ECD's revenue is from federally funded grants that are for longer than one year, thus revenue is under realized for each individual fiscal year, but totally realized over the period of the grants. The unexpended and unrealized amounts in 2002-03 have been carried over to the subsequent year's budget.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

This budget remains at 61.0 budgeted staffing. An ECD Analyst II 1.0 budgeted staffing has been added to handle the additional workload due to the increase in funding and subsequent increase in Community Development Block Grant projects, this increase is offset by the deletion of 1.0 Educational Specialist due to workload reduction in the HOME section.

#### PROGRAM CHANGES

None.

## ECONOMIC AND COMMUNITY DEVELOPMENT

GROUP: Economic Development/Public Service  
DEPARTMENT: Economic and Community Development  
FUND: Consolidated Special Revenue  
(SAR, SAS, SAT, SAU, SAV, SBA, SBC, SBD, SBE, SBQ, SBR,  
SBT, SBW, SBZ, SCS, SDJ, SDK, SDR)

FUNCTION: Public Assistance  
ACTIVITY: Other Assistance

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	3,270,192.00	3,530,594	3,828,781	69,281	3,898,062
Services and Supplies	1,197,528.00	1,564,483	1,574,837	829,697	2,404,534
Grants/Direct Projects	16,155,866.00	48,281,576	48,281,576	3,606,071	51,887,647
Central Computer	51,123.00	51,187	34,249	-	34,249
Transfers	4,642,619	4,235,923	4,235,923	1,705,068	5,940,991
Total Exp Authority	25,317,328	57,663,763	57,955,366	6,210,117	64,165,483
Reimbursements	(2,202,751)	(3,436,155)	(3,436,155)	1,538,017	(1,898,138)
Total Appropriation	23,114,577	54,227,608	54,519,211	7,748,134	62,267,345
Operating Transfer Out	600,163	2,661,068	2,661,068	(2,448,760)	212,308
Total Requirements	23,714,740	56,888,676	57,180,279	5,299,374	62,479,653
<b>Revenue</b>					
Fines & Forfeitures	2,357	1,500	1,500	-	1,500
Taxes	16,583	31,983	31,983	(31,983)	-
Use of Money & Prop	776,499	629,099	629,099	206,354	835,453
State, Fed or Gov't Aid	17,326,715	33,586,270	33,877,873	1,561,138	35,439,011
Other Revenue	6,903,899	7,291,818	7,291,818	2,106,327	9,398,145
Total Revenue	25,026,053	41,540,670	41,832,273	3,841,836	45,674,109
Fund Balance		15,348,006	15,348,006	1,457,538	16,805,544
Budgeted Staffing		61.0	61.0	-	61.0

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	189,936	Retirement.
	108,251	MOU.
	<u>298,187</u>	
Services and Supplies	11,115	Risk Management Liabilities.
	(761)	Incremental Change in EHAP.
	<u>10,354</u>	
Central Computer	<u>(16,938)</u>	
<b>Revenue</b>		
State, Fed or Gov't Aid	<u>291,603</u>	Increase in revenue to cover base year adjustments.
Total Requirement Change	291,603	
Total Revenue Change	291,603	
Total Fund Balance Change	-	
Total 2002-03 Requirement	56,888,676	
Total 2002-03 Revenue	41,540,670	
Total 2002-03 Fund Balance	15,348,006	
Total Base Budget Requirement	57,180,279	
Total Base Budget Revenue	41,832,273	
Total Base Budget Fund Balance	15,348,006	

## ECONOMIC AND COMMUNITY DEVELOPMENT

Board Approved Changes to Base Budget		
Salaries and Benefits	69,281	Increase due to step increases and benefit changes.
Services and Supplies	46,080	Increase in ISD charges.
	(22,078)	Decrease in communication charges.
	256,116	Increase due to settlement payoff (SDJ).
	141,412	Increase in COWCAP charges.
	146,000	Increase for providing additional services due to increased funding (SBA).
	256,116	Increase in fund balance due to High Country Density Housing Settlements (SDJ).
	75,000	Increase in micro loan program professional services due to expense history (SBW).
	(10,576)	GASB 34 Accounting Change (EHAP).
	3,435	Increase in miscellaneous costs.
	(61,808)	Final fund balance adjustment.
	829,697	
Grants/Direct Projects	230,522	Increase for providing additional services due to increased funding (SDK).
	(140,433)	Decrease in HOME Program projects due to fund limit (SAS).
	(94,172)	Decrease in Section 108 program projects (SBE).
	742,267	Increase in business expansion loans (SBR).
	6,216,532	Increase in Neighborhood Initiative Program (NIP) grant expenditures for acquisition and rehab of homes (SAR).
	867,384	Increase in small business revolving loans (SBW).
	2,212,755	Increase in CDBG projects due to grant increase and fund reallocations from SBT (SBA).
	(1,632,552)	Decrease in acquisition and rehab loans due to fund allocation trans. (SBT).
	(77,000)	Decrease in Economic Development Initiative (EDI) grant projects due to current year expenditure history (SCS).
	21,541	Increase in miscellaneous costs.
	(4,740,773)	Final fund balance adjustment.
	3,606,071	
Transfers	1,706,458	Moved from operating transfers due to accounting change of object codes.
	10,576	GASB 34 Accounting Change (EHAP).
	(11,966)	Final fund balance adjustment.
	1,705,068	
Reimbursements	950,636	Reduction of reimbursement for salaries allocated to ECD programs based on actuals.
	209,952	Reduction of reimbursement for services and supplies allocated to ECD programs and county departments based on
	377,429	Final fund balance adjustment.
	1,538,017	
Total Appropriation	7,748,134	
Operating Transfers	(1,706,458)	Moved to transfers due to accounting changes of object codes.
	(742,302)	Decrease in costs allocated to ECD programs.
	(2,448,760)	
Total Requirement	5,299,374	
<b>Revenue</b>		
Taxes	(31,983)	Reduction of special assessment tax receipts for current and prior years.
Use of Money & Prop	207,501	Increase interest from business expansion loans and Section 108 loans (SBR, SBE).
	(1,147)	Final fund balance adjustment.
	206,354	
State, Fed or Gov't Aid	1,705,000	Increase in funds from CDBG (SBA).
	(1,133,058)	Decrease in HOME funds (SAS).
	820,313	Increase in CDBG administration funding based on actuals (SAU).
	964,802	Increase in miscellaneous project funding.
	(40,347)	Decrease in miscellaneous revenues.
	(800,000)	Decrease in available revolving loan funds (SAV).
	44,428	Final fund balance adjustment.
	1,561,138	
Other Revenue	1,000,000	Increase in NIP revenue from sales of HUD houses (SAR).
	275,000	Increase in revenue based upon actuals (SBW).
	300,000	Increase in CDBG revolving loans revenue (SAV).
	160,000	Increase in CDBG project income (SBA).
	250,000	Increase in CDBG revenue (SAU).
	100,000	Increase in CDBG housing acquisition revenue (SBT).
	21,327	Increase in miscellaneous revenues.
	2,106,327	
Total Revenue	3,841,836	
Fund Balance	1,457,538	



## ECONOMIC AND COMMUNITY DEVELOPMENT

### BUDGET UNIT: ECONOMIC PROMOTION (AAA ECD)

#### I. GENERAL PROGRAM STATEMENT

The Department of Economic and Community Development administers an economic promotion program, which includes distribution of Transient Occupancy Tax funds for marketing and promotional activities within the county, administers the Agua Mansa Enterprise Zone, manages sponsorships of regional economic councils and helps support the Quad State Joint Powers Authority.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	1,662,168	926,263	930,119	780,751
Total Revenue	845,164	68,000	67,872	-
Local Cost	817,004	858,263	862,247	780,751
Budgeted Staffing		2.0		2.0

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services	FUNCTION: Public Assistance
DEPARTMENT: Economic and Community Development - Promotion	ACTIVITY: Other Assistance
FUND: General AAA ECD	

	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Salaries and Benefits	151,275	153,272	166,588	(1,235)	165,353
Services and Supplies	845,632	640,691	589,553	(67,112)	522,441
Transfers	132,251	132,300	92,610	347	92,957
Total Exp Authority	1,129,158	926,263	848,751	(68,000)	780,751
Reimbursements	(199,039)	-	-	-	-
Total Appropriation	930,119	926,263	848,751	(68,000)	780,751
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	67,872	68,000	68,000	(68,000)	-
Total Revenue	67,872	68,000	68,000	(68,000)	-
Local Cost	862,247	858,263	780,751	-	780,751
Budgeted Staffing		2.0	2.0		2.0

## ECONOMIC AND COMMUNITY DEVELOPMENT

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	4,425	MOU.
	8,679	Retirement.
	212	Risk Management Worker's Comp.
	<u>13,316</u>	
Services and Supplies	(22)	Risk Management Liabilities.
	(2,241)	Reduction in CEDS part of approved 30% Cost Reduction Plan.
	(14,500)	Reduction in special departmental expense, part of 30% Cost Reduction Plan.
	(44)	Incremental Change in EHAP.
	<u>(34,331)</u>	4% Spend Down Plan.
	<u>(51,138)</u>	
Transfers	<u>(39,690)</u>	Reduction in ED/PSG Admin. Cost, part of 30% Cost Reduction Plan.
Total Appropriation Change	(77,512)	
Total Revenue Change	-	
Total Local Cost Change	(77,512)	
Total 2002-03 Appropriation	926,263	
Total 2002-03 Revenue	68,000	
Total 2002-03 Local Cost	858,263	
Total Base Budget Appropriation	848,751	
Total Base Budget Revenue	68,000	
Total Base Budget Local Cost	780,751	

### Board Approved Changes to Base Budget

Salaries & Benefits	<u>(1,235)</u>	Decrease due to employee opting out of health benefits.
Services and Supplies	(27,312)	Decrease in Travel and Mileage due to loss of revenue.
	(5,100)	Reduction in special departmental expense due to loss of revenue.
	(16,600)	Reduction in communication charges due to loss of revenue.
	(17,753)	Reduction of other miscellaneous supplies due to loss of revenue.
	<u>(347)</u>	GASB 34 Accounting Change (EHAP).
	<u>(67,112)</u>	
Transfers	<u>347</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(68,000)</u>	
Revenue	<u>(68,000)</u>	Not receiving state grant in 2003-04.
Total Revenue	<u>(68,000)</u>	
Local Cost	<u>-</u>	

## ECONOMIC AND COMMUNITY DEVELOPMENT

### BUDGET UNIT: SMALL BUSINESS DEVELOPMENT (AAA SBD)

#### I. GENERAL PROGRAM STATEMENT

The Office of Small Business Development (OSBD) promotes training and education programs through countywide seminars and workshops it sponsors. These workshops focus on contracting and purchasing opportunities available to small business owners in the county. It also maintains a directory of local small business vendors available to the 42 county departments and prime contractors, assuring consideration and access to ongoing bid requests and contracts throughout the county. In addition to these duties, OSBD assists in the validation of U.S. Department of Transportation Disadvantaged Business Enterprises (DBE) requirements for the county.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	304,529	228,956	179,112	200,107
Total Revenue	118,951	40,000	-	40,000
Local Cost	185,578	188,956	179,112	160,107
Budgeted Staffing		4.0		4.0

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Economic and Community Development - Small Business  
FUND: General AAA SBD

FUNCTION: Public Assistance  
ACTIVITY: Other Assistance

	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Salaries and Benefits	290,377	302,393	327,280	(4,957)	322,323
Services and Supplies	61,000	63,033	45,250	4,154	49,404
Central Computer	130	130	2,437	-	2,437
Transfers	25,000	-	-	22,803	22,803
Total Exp Authority	376,507	365,556	374,967	22,000	396,967
Reimbursements	(197,395)	(136,600)	(174,860)	(22,000)	(196,860)
Total Appropriation	179,112	228,956	200,107	-	200,107
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	-	40,000	40,000	-	40,000
Total Revenue	-	40,000	40,000	-	40,000
Local Cost	179,112	188,956	160,107	-	160,107
Budgeted Staffing		4.0	4.0		4.0

## ECONOMIC AND COMMUNITY DEVELOPMENT

Total Changes Included in Board Approved Base Budget		
Salaries and Benefits	8,390	MOU.
	16,108	Retirement.
	389	Risk Management Workers' Comp.
	<u>24,887</u>	
Services and Supplies	(520)	Risk Management Liabilities.
	(284)	Incremental Change in EHAP.
	(9,421)	Part of approved 30% Cost Reduction Plan.
	(7,558)	4% Spend Down Plan.
	<u>(17,783)</u>	
Central Computer	<u>2,307</u>	
Reimbursements	<u>(38,260)</u>	Increase in CDBG approved projects (as part of 30% Cost Reduction Plan).
Total Appropriation Change	(28,849)	
Total Revenue Change	-	
Total Local Cost Change	(28,849)	
Total 2002-03 Appropriation	228,956	
Total 2002-03 Revenue	40,000	
Total 2002-03 Local Cost	188,956	
Total Base Budget Appropriation	200,107	
Total Base Budget Revenue	40,000	
Total Base Budget Local Cost	160,107	

Board Approved Changes to Base Budget		
Salaries & Benefits	<u>(4,957)</u>	Decrease due to rate change in budgeted position.
Services and Supplies	(693)	GASB 34 Accounting Change (EHAP).
	4,847	Increase in various Services and Supplies.
	<u>4,154</u>	
Transfers	22,110	Rent charge from JESD.
	693	GASB 34 Accounting Change (EHAP).
	<u>22,803</u>	
Reimbursements	(7,000)	Increase in reimbursement from Airports for DBE.
	(15,000)	Increase in reimbursement from Transportation Dept. for DBE.
	<u>(22,000)</u>	
Total Appropriation	<u>-</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>-</u>	

## OVERVIEW OF BUDGET

**DEPARTMENT: JOBS AND EMPLOYMENT SERVICES**  
**DIRECTOR: BARBARA HALSEY, INTERIM DIRECTOR**  
**BUDGET UNIT: SAC JOB**

### I. GENERAL PROGRAM STATEMENT

In 2002-03 the Jobs and Employment Services Department (JESD) was responsible for administration and operation of employment programs funded through the Workforce Investment Act Program (WIA) and the CalWORKs – Employment Services Program. The department receives funding from the Department of Labor (DOL) for programs operated under the WIA, and from the County's Human Service System (HSS) for the provision of services under the CalWORKs Program. On March 11, 2003, the Board Of Supervisors approved a structural reorganization of JESD with the transition of the CalWORKs Division from JESD into the Transitional Assistance Department (TAD). Also approved as part of the transition, the Board also approved a Memorandum of Understanding between HSS and JESD, providing reimbursement of staffing costs to JESD for staff performing Job Development and Job Placement functions in support of the CalWORKs Program. This action was effective February 25, 2003.

There are three primary funding streams under the Workforce Investment Act: Title I Adult funding, Dislocated Worker funding, and Youth Services funding. The primary mission of the Workforce Investment Act is to enhance the employment opportunities available for county residents by providing universal access to career/employment information, vocational skills training to increase the employability of customers, and placement services. All programs funded under this DOL funding source are performance based programs with specific goals related to the number of individuals assisted, placed, and retained in employment, as well as the amount of earnings gain achieved by customers completing training programs and obtaining employment.

All programs operated under the WIA are subject to the administrative oversight of the Workforce Investment Board. This Board consists of representatives from the Public and Private sector who have been appointed to serve by the Board of Supervisors. Programs implemented with WIA funding are carried out under contractual agreements with public/private schools, community-based organizations, and other government agencies.

WIA Services are made available to the public at 10 locations throughout San Bernardino County. The 10 locations make up the San Bernardino County One-Stop System. The JESD One-Stop Offices are known as the Employment Resource Centers (ERC's) of San Bernardino County. Four full service ERC's are located in Ontario, Victorville, Redlands, and San Bernardino. Satellite Centers are located in Hesperia, Fontana, Yucca Valley (Copper Mountain College), and San Bernardino Valley College. Administrative offices and an Employment Center are located in Colton, and the final site is a Business Resource Center located in Hesperia.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	21,271,610	20,697,693	18,478,494	17,020,579
Total Revenue	22,485,644	20,678,428	16,437,316	18,977,350
Fund Balance		19,265		(1,956,771)
Budgeted Staffing		133.0		141.0
<b><u>Workload Indicators</u></b>				
General Public*	27,035	26,439	26,071	28,093
Customers Receiving Services	6,523	5,561	3,329	4,566
Number of Participants Served	33,558 **	32,000	29,400	32,659

\* Self service customers seeking available employment information.

\*\* Corrected

The 2003-04 Customers Receiving Services workload is projected to decrease from prior year's budget due to the decrease in funding levels.

The actual revenue is less than budgeted as a result of the Department of Labor, at the direction of Congress, rescinding \$1.0 million of grant funding, and the actual allocation from the Department of Labor being \$3.0 million less than anticipated. The actual expenses are less than budgeted as a result of the reduction in expenditures related to the reduction in grant funding.

## **JOBS AND EMPLOYMENT SERVICES**

### **III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**

#### **STAFFING CHANGES**

Budgeted staffing has been increased by a total of 8.0 positions. Included in base budget is a net increase of 28.0 budgeted positions as a result of the structural reorganization of JESD.

As part of the reorganization process and the development of the 2003-04 budget, JESD evaluated every position in its department. The result of this evaluation is the recommendation to delete 22.0 budgeted positions that were no longer needed and add 1.0 budgeted position for a long term contract employee assigned to the Workforce Investment Board that has not previously been budgeted. In addition, 1.0 Staff Analyst II budgeted position was transferred from ED/PSG to assist with administering of WIA programs. Approved staffing changes show a net reduction of 20.0 budgeted positions.

#### **PROGRAM CHANGES**

See general program statement.

GROUP: Economic Development/Public Services DEPARTMENT: Jobs and Employment Services FUND: Special Revenue SAC JOB			FUNCTION: Public Assistance ACTIVITY: Other Assistance		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	4,847,086	6,150,063	8,167,113	(887,838)	7,279,275
Services and Supplies	1,710,537	1,489,604	1,671,876	(83,591)	1,588,285
Central Computer	79,873	79,873	69,732	38,888	108,620
Other Charges	10,192,351	11,222,177	11,372,177	(3,409,836)	7,962,341
Equipment	19,705	30,000	30,000	-	30,000
Transfers	1,743,348	1,850,842	1,850,842	368,022	2,218,864
Total Exp Authority	18,592,900	20,822,559	23,161,740	(3,974,355)	19,187,385
Reimbursements	(114,406)	(124,866)	(2,124,866)	(41,940)	(2,166,806)
Total Appropriation	18,478,494	20,697,693	21,036,874	(4,016,295)	17,020,579
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	16,437,316	20,678,428	21,017,609	(2,202,259)	18,815,350
Other	-	-	-	162,000	162,000
Total Revenue	16,437,316	20,678,428	21,017,609	(2,040,259)	18,977,350
Fund Balance		19,265	19,265	(1,976,036)	(1,956,771)
Budgeted Staffing		133.0	161.0	(20.0)	141.0

## JOBS AND EMPLOYMENT SERVICES

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	186,342	MOU.
	328,976	Retirement.
	5,696	Risk Management Workers Comp.
	1,671,625	Increase 30.0 budgeted staff to service MOU requirements between JESD and TAD approved by the Board on March 11, 2003. Positions include 28.0 Employment Services Specialists and 2.0 Supervising Employment Services Specialists I.
	(175,589)	Net decrease of 2.0 positions that were blended between WIA and CalWORKs duties that transferred to TAD as a result of the action taken by the Board on March 11, 2003 to transition the CalWORKs Division to JESD to TAD.
	<u>2,017,050</u>	
Services and Supplies	14,656	Risk Management Liabilities.
	(10,759)	Incremental change in EHAP.
	178,375	Increase in services and supplies to cover costs of TAD MOU.
	<u>182,272</u>	
Central Computer	<u>(10,141)</u>	
Other Charges	<u>150,000</u>	On-the-job training for CalWORKs clients per TAD MOU.
Reimbursements	<u>(2,000,000)</u>	Reimbursements from TAD per MOU for salaries and administrative costs.
<b>Revenue</b>		
State, Fed or Gov't Aid	514,770	Reimbursements from the state to cover base year adjustments.
	(175,589)	Decrease in revenue related to a net decrease of 2.0 positions transferred to CalWORKs.
	<u>339,181</u>	
Total Appropriation Change	339,181	
Total Revenue Change	339,181	
Total Fund Balance Change	-	
Total 2002-03 Appropriation	20,697,693	
Total 2002-03 Revenue	20,678,428	
Total 2002-03 Fund Balance	19,265	
Total Base Budget Appropriation	21,036,874	
Total Base Budget Revenue	21,017,609	
Total Base Budget Fund Balance	19,265	

## JOBS AND EMPLOYMENT SERVICES

Board Approved Changes to Base Budget		
Salaries and Benefits	58,920	Increase 1.0 Staff Analyst II position transferred from ED/PSG to assist management with MIS operations and federal customer reporting requirements for WIA.
	44,847	Increase 1.0 contract position for the Workforce Investment Board.
	(991,605)	Decrease a total of 22.0 positions (10.0 budgeted positions and 4.0 PSE positions used in the former JTPA Program, and 8.0 other vacant unbudgeted positions).
	<u>(887,838)</u>	
Services & Supplies	330,000	Panels, desks, phones, and other furniture for Rancho One-Stop opening.
	25,000	Additional training needed to update staff on WIA regulations and procedures to improve service to customers.
	57,040	Increase in utility costs.
	(2,873)	Projected decrease in publications.
	(47,464)	Projected decrease in purchase of non-inventoriable equipment.
	(33,816)	GASB 34 Accounting Change (EHAP).
	(50,400)	Estimated decrease in general office expense.
	(44,957)	Estimated decrease in charges for courier & printing fees.
	(20,118)	Decrease in COWCAP charges
	(101,193)	Estimated decrease in ISD fees.
	(30,700)	Projected decrease in other professional and specialized services charges.
	(164,110)	Decrease in misc services and supplies due to decrease in WIA funding.
	<u>(83,591)</u>	
Central Computer	<u>38,888</u>	
Other Charges	<u>(3,409,836)</u>	Decrease projected in participant services due to anticipated decrease in WIA funding.
Transfers	61,963	Increase in rent charges for Redlands One-Stop location.
	506,879	Rent charges for Rancho One-Stop and new Victorville One-Stop/Hesperia Resource Center.
	55,990	Increase in rents & leases for other locations.
	23,057	GASB 34 Accounting Change (EHAP).
	(199,663)	Decrease in transfer to ED/PSG.
	(60,000)	Decrease in HRO support for JESD.
	(7,294)	Decrease in WIA administrative oversight cost.
	(12,910)	Decrease in HSS administrative support cost.
	<u>368,022</u>	
Reimbursements	(8,775)	Increase in C-IV staff salary and benefits.
	(33,165)	Rent reimbursements from ECD and RDA for space at 2nd and D St.
	<u>(41,940)</u>	
Total Appropriation	<u>(4,016,295)</u>	
Revenue		
State, Fed or Gov't Aid	(4,197,560)	Decrease in WIA reimbursements due to decrease in State funding.
	1,995,301	Final Fund Balance Adjustment-Additional revenue to cover accrued expenses.
	<u>(2,202,259)</u>	
Other Revenue	<u>162,000</u>	Rent reimbursements from EDD, a One-Stop partner, for Rancho One-Stop.
Total Revenue	<u>(2,040,259)</u>	
Fund Balance	<u>(1,976,036)</u>	



## OVERVIEW OF BUDGET

**DEPARTMENT: LAND USE SERVICES**  
**DIRECTOR: MICHAEL E. HAYS**

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Administration	-	-	-		11.0
Current Planning	2,292,380	2,292,380	-		27.0
Advance Planning	3,395,955	2,142,113	1,253,842		19.0
Building and Safety	5,629,926	5,629,926	-		62.2
Code Enforcement	2,960,413	408,200	2,552,213		30.0
Fire Hazard Abatement	1,951,692	1,951,692	-		21.0
General Plan Update	2,312,826	1,000,000		1,312,826	-
Habitat Conservation	142,735	-		142,735	-
<b>TOTAL</b>	<b>18,685,927</b>	<b>13,424,311</b>	<b>3,806,055</b>	<b>1,455,561</b>	<b>170.2</b>

### BUDGET UNIT: ADMINISTRATION (AAA LUS)

#### I. GENERAL PROGRAM STATEMENT

The Administration Division of Land Use Services provides administrative support (including centralized budgeting, personnel, and automation services) to the department's Current Planning, Advance Planning, Building and Safety, Code Enforcement and Fire Hazard Abatement divisions.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	102,152	-	-	-
Total Revenue	1,914	-	-	-
Local Cost	100,238	-	-	-
Budgeted Staffing		12.0		11.0

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Included in base budget is the deletion of 1.0 Clerk III based on the portion of the 30% Cost Reduction Plan implemented.

##### PROGRAM CHANGES

None.

**GROUP: Economic Development/Public Services**  
**DEPARTMENT: Land Use Services - Administration**  
**FUND: General AAA LUS**

**FUNCTION: Public Protection**  
**ACTIVITY: Other Protection**

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	651,602	726,550	747,290	9,288	756,578
Services and Supplies	617,566	638,611	589,192	87,405	676,597
Central Computer	8,442	8,442	8,767	-	8,767
Equipment	-	14,000	14,000	-	14,000
Transfers	84,355	103,000	102,734	2,146	104,880
Total Exp Authority	1,361,965	1,490,603	1,461,983	98,839	1,560,822
Reimbursements	(1,361,965)	(1,490,603)	(1,461,983)	(98,839)	(1,560,822)
Total Appropriation	-	-	-	-	-
Local Cost	-	-	-	-	-
Budgeted Staffing		12.0	11.0	-	11.0

## LAND USE SERVICES

Total Changes Included in Board Approved Base Budget		
Salaries and Benefits	12,767	MOU.
	36,459	Retirement.
	830	Risk Management Worker's Comp.
	(29,316)	Delete 1.0 Clerk III, 30% Cost Reduction Plan.
	<u>20,740</u>	
Services and Supplies	581	Risk Management Liabilities.
	(25,000)	Reduction in Professional Services, 4% Spend Down Plan.
	(25,000)	Reduction in Professional Services, 30% Cost Reduction Plan.
	<u>(49,419)</u>	
Central Computer	<u>325</u>	
Transfers	<u>(266)</u>	Incremental change in EHAP.
Reimbursements	25,000	Decrease in reimbursements from all LUS divisions, 4% Spend Down Plan.
	54,316	Decrease in reimbursements from all LUS divisions, 30% Cost Reduction Plan.
	(50,696)	
		Increase in reimbursements from all LUS divisions based on increased operating costs.
	<u>28,620</u>	
Total Appropriation Change	-	
Total Revenue Change	-	
Total Local Cost Change	-	
Total 2002-03 Appropriation	-	
Total 2002-03 Revenue	-	
Total 2002-03 Local Cost	-	
Total Base Budget Appropriation	-	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	-	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>9,288</u>	Annual step increases.
Services and Supplies	113,765	Increase in COWCAP.
	(2,346)	GASB 34 Accounting Change (EHAP).
	(24,014)	Reduction in special departmental expense to reflect anticipated need.
	<u>87,405</u>	
Transfers	(200)	Decrease in PSG Administration HR & Payroll Costs.
	2,346	GASB 34 Accounting Change (EHAP).
	<u>2,146</u>	
Reimbursements	(98,839)	Increase in Reimb. from all LUS Divisions- Net of Recommended Program Adj. Increases.
	<u>(98,839)</u>	
Total Appropriation	<u>-</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>-</u>	

## LAND USE SERVICES

### BUDGET UNIT: CURRENT PLANNING DIVISION (AAA CUR)

#### I. GENERAL PROGRAM STATEMENT

The Current Planning Division of Land Use Services reviews all land use applications for compliance with county codes and environmental laws, and administers short-term implementing measures for land use, housing, and community design. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances.

#### II. BUDGET & WORKLOAD HISTORY

	* <u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Actual</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
Total Appropriation	1,499,197	2,150,272	1,732,855	2,292,380
Total Revenue	1,547,651	2,150,272	1,536,723	2,292,380
Local Cost	(48,454)	-	196,132	-
Budgeted Staffing		27.0		27.0
<b><u>Workload Indicators</u></b>				
Conditional use permit	204	200	178	220
Tentative parcel maps	24	21	82	55
Tentative tracts	12	10	11	10
Temporary special	14	15	15	15
Concurrently filed (i.e. GPA/CUP or Tentative Tract/CUP, two or more actions are requested at one time)	55	55	67	65

\* This column is for informational purposes only, transferred from AAA PLN.

Local Cost is over budget by \$196,132 reflecting cost savings and decreased revenue. The actual expenses are less than budgeted expense due to salary savings, reductions in services & supplies (i.e. consulting services, postage, and printing services), reduction in new vehicle purchase, and reduced administrative cost allocations. Actual revenues are less than budgeted revenue due in part to difficulties in recruiting staff to process applications and the increase in the number of tentative parcel maps. In addition, actual revenues are less than budgeted due to a decrease in planning fees approved in the 2001-02 budget. The Board backfilled this revenue loss with \$90,500 of Local Cost at that time, of which that amount was incorrectly not included in either the 2002-03 or 2003-04 budgets.

Growth in Conditional Use Permits and Tentative Parcel Maps is a reflection of the increased development activity throughout the county.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Staffing changes include the deletion of 1.0 Planner I (Extra Help) position that is no longer necessary and an increase of 1.0 Staff Analyst I (Regular) position to assist management in tracking projects, analyzing appropriate staffing levels, and tracking actual costs for billable accounts.

##### **PROGRAM CHANGES**

None.

## LAND USE SERVICES

GROUP: Economic Development/Public Services  
DEPARTMENT: Land Use Services - Current Planning  
FUND: General AAA CUR

FUNCTION: Public Protection  
ACTIVITY: Other Protection

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	1,258,116	1,563,176	1,664,289	59,908	1,724,197
Services and Supplies	222,957	281,800	280,369	4,298	284,667
Central Computer	43,879	43,879	22,122	-	22,122
Equipment	-	25,000	25,000	(25,000)	-
Transfers	231,153	259,667	259,667	24,977	284,644
Total Exp Authority	1,756,105	2,173,522	2,251,447	64,183	2,315,630
Reimbursements	(23,250)	(23,250)	(23,250)	-	(23,250)
Total Appropriation	1,732,855	2,150,272	2,228,197	64,183	2,292,380
<b>Revenue</b>					
Current Services	1,539,456	2,142,716	2,220,641	71,739	2,292,380
Other Revenue	(2,733)	7,556	7,556	(7,556)	-
Total Revenue	1,536,723	2,150,272	2,228,197	64,183	2,292,380
Local Cost	196,132	-	-	-	-
Budgeted Staffing		27.0	27.0		27.0

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	36,004	General MOU.
	63,455	Retirement.
	1,654	Worker's Comp.
	<u>101,113</u>	
Services and Supplies	(1,067)	Risk Management Liabilities.
	(364)	Decrease in EHAP charges.
	<u>(1,431)</u>	
Central Computer	<u>(21,757)</u>	
<b>Revenue</b>		
Current Services	<u>77,925</u>	Increase in revenue to cover base year adjustments.
Total Appropriation Change	77,925	
Total Revenue Change	77,925	
Total Local Cost Change	-	
Total 2002-03 Appropriation	2,150,272	
Total 2002-03 Revenue	2,150,272	
Total 2002-03 Local Cost	-	
Total Base Budget Appropriation	2,228,197	
Total Base Budget Revenue	2,228,197	
Total Base Budget Local Cost	-	

## LAND USE SERVICES

Board Approved Changes to Base Budget		
Salaries and Benefits	(4,905)	Savings from OPT OUT program.
	10,000	Conversion of 1.0 (Extra Help) Planner I to 1.0 (Regular) Staff Analyst I.
	<u>54,813</u>	Cost of annual step increases and benefit changes related to salary increases.
	<u>59,908</u>	
Services and Supplies	13,808	Increase in COWCAP.
	(4,829)	Risk Management Liabilities moved to AAA-ADV for proper accounting of costs.
	(4,681)	GASB 34 Accounting Change (EHAP).
	<u>4,298</u>	
Equipment	<u>(25,000)</u>	New Vehicle will not be required in 2003-04.
Transfers	(56)	Decreased transfers to LUS-Administration.
	20,352	Increased rent for Victorville office.
	4,681	GASB 34 Accounting Change (EHAP).
	<u>24,977</u>	
Total Appropriation	<u>64,183</u>	
Revenue		
Current Services	<u>71,739</u>	Increase in revenue related to anticipated workload increases.
Other Revenue	<u>(7,556)</u>	Other Revenue accounted for in Current Services.
Total Revenue	<u>64,183</u>	
Local Cost	<u>-</u>	

## LAND USE SERVICES

### BUDGET UNIT: ADVANCE PLANNING DIVISION (AAA ADV)

#### I. GENERAL PROGRAM STATEMENT

The Advance Planning Division of Land Use Services prepares short and long-range plans for the development of the county and the conservation of its resources, including the County General Plan and various specific plans. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances. The division also will oversee the preparation of the General Plan Update, which is funded in another budget unit (RHJ LUS).

#### II. BUDGET & WORKLOAD HISTORY

	* Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	3,564,447	3,665,734	1,955,111	3,395,955
Total Revenue	1,137,534	1,979,710	416,062	2,142,113
Local Cost	2,426,913	1,686,024	1,539,049	1,253,842
Budgeted Staffing		19.0		19.0
<b><u>Workload Indicators</u></b>				
Environmental review	24	25	16	25
Mine inspections	63	63	65	63
Mining/Land Reclamation	25	25	16	25

\* This column is for informational purposes only, transferred from AAA PLN.

Actual revenue and appropriation are under budget due to a reduced level of Environmental Impact Report (EIR) requests, which results in reduced professional services for EIR consultants and the offsetting revenue.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

GROUP: Economic Development/Public Services			FUNCTION: Public Protection		
DEPARTMENT: Land Use Services - Advance Planning			ACTIVITY: Other Protection		
FUND: General AAA ADV					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	1,033,350	1,218,757	1,300,650	46,716	1,347,366
Services and Supplies	755,804	2,659,210	2,230,597	(266,569)	1,964,028
Equipment	-	25,000	-	-	-
Transfers	165,957	181,767	170,809	23,580	194,389
Total Exp Authority	1,955,111	4,084,734	3,702,056	(196,273)	3,505,783
Reimbursements	-	(419,000)	(419,000)	309,172	(109,828)
Total Appropriation	1,955,111	3,665,734	3,283,056	112,899	3,395,955
<b><u>Revenue</u></b>					
Current Services	416,062	1,979,710	1,979,710	162,403	2,142,113
Total Revenue	416,062	1,979,710	1,979,710	162,403	2,142,113
Local Cost	1,539,049	1,686,024	1,303,346	(49,504)	1,253,842
Budgeted Staffing		19.0	19.0		19.0

## LAND USE SERVICES

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	27,773	MOU.
	52,850	Retirement.
	1,270	Risk Management Workers Comp.
	<u>81,893</u>	
Services and Supplies	(520)	Risk Management Liabilities.
	(66)	Incremental change in EHAP.
	(64,027)	Professional Services - 4% Spend Down Plan.
	(364,000)	Professional Services - 30% Cost Reduction Plan.
	<u>(428,613)</u>	
Equipment	(25,000)	Vehicle purchase - 30% Cost Reduction Plan.
Transfers	(3,414)	Transfers to LUS Administration - 4% Spend Down Plan.
	(7,544)	Transfers to LUS Administration - 30% Cost Reduction Plan.
	<u>(10,958)</u>	
Total Appropriation Change	(382,678)	
Total Revenue Change	-	
Total Local Cost Change	(382,678)	
Total 2002-03 Appropriation	3,665,734	
Total 2002-03 Revenue	1,979,710	
Total 2002-03 Local Cost	1,686,024	
Total Base Budget Appropriation	3,283,056	
Total Base Budget Revenue	1,979,710	
Total Base Budget Local Cost	1,303,346	

### Board Approved Changes to Base Budget

Salaries and Benefits	(6,532)	Savings from OPT OUT program.
	53,248	Cost of annual step increases and benefit changes related to salary increases.
	<u>46,716</u>	
Services and Supplies	4,830	Increased Risk Mgmt Charges not included in base budget adjustment.
	(3,294)	GASB 34 Accounting Change (EHAP).
	(268,105)	Reduction in professional services for reduced costs.
	<u>(266,569)</u>	
Transfers	20,286	Increased transfers to LUS-Administration.
	3,294	GASB 34 Accounting Change (EHAP).
	<u>23,580</u>	
Reimbursements	319,000	Reduction in estimated support for General Plan Update to cover salary & benefits.
	100,000	Transfer of reimbursement from transportation fund to general plan update fund.
	(25,000)	Increase reimbursement from Flood for daily coordination of general plan.
	(35,324)	Increase reimbursement from Building & Safety for daily coordination of general plan.
	(49,504)	Increase reimbursement from General Plan Update (RHJ-LUS) for GIS Tech per Board direction during workshops.
	<u>309,172</u>	
Total Appropriation	<u>112,899</u>	
Total Revenue	<u>162,403</u>	Anticipated increased EIR revenue.
Local Cost	<u>(49,504)</u>	

## LAND USE SERVICES

### BUDGET UNIT: BUILDING AND SAFETY DIVISION (AAA BNS)

#### I. GENERAL PROGRAM STATEMENT

The Building and Safety Division of Land Use Services administers construction and occupancy standards to safeguard life, health and property in the interest of the general public's welfare throughout the unincorporated areas of the county. This is accomplished by applying county ordinances, state laws and inspection of construction, alteration, moving, demolition, repair, occupancy and use of buildings and structures.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	4,240,006	4,743,001	4,591,029	5,629,926
Total Revenue	4,353,311	4,654,771	4,593,069	5,629,926
Local Cost	(113,305)	88,230	(2,040)	-
Budgeted Staffing		57.2		62.2
<b><u>Workload Indicators</u></b>				
Permit applications	16,486	14,000	19,238	18,500
Inspections	41,332	44,500	47,693	46,000
Plan reviews	4,308	4,500	5,591	5,500

Budgeted workload indicators have increased based on actual 2002-03 workload within the Building & Safety Division and anticipated increases based on projects currently under review with Current Planning.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Budgeted staffing has been increased by a total of 5.0 positions, which include 2.0 Building Inspector III, 2.0 Building Inspector II (Extra Help), and 1.0 Clerk II. The approved increase in staff is based on actual increases in workload and anticipated new projects within the county that are in process with the Current Planning Division, and the conversion of a PSE position to a regular position. Additionally, the work that is currently being directed to outside vendors could be processed at lower rates by extra help staff when required.

##### **PROGRAM CHANGES**

None.

**GROUP: Economic Development/Public Services**  
**DEPARTMENT: Land Use Services - Building and Safety**  
**FUND: General AAA BNS**

**FUNCTION: Public Protection**  
**ACTIVITY: Other Protection**

	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Salaries and Benefits	3,322,424	3,416,181	3,730,590	291,167	4,021,757
Services and Supplies	606,709	587,126	587,757	156,355	744,112
Central Computer	57,971	57,971	45,103	-	45,103
Equipment	-	-	-	40,000	40,000
Transfers	603,925	681,723	651,520	127,434	778,954
Total Appropriation	4,591,029	4,743,001	5,014,970	614,956	5,629,926
<b><u>Revenue</u></b>					
Licenses & Permits	4,500,964	4,522,741	4,882,940	614,956	5,497,896
Current Services	45,502	68,030	68,030	-	68,030
Other Revenue	46,603	64,000	64,000	-	64,000
Total Revenue	4,593,069	4,654,771	5,014,970	614,956	5,629,926
Local Cost	(2,040)	88,230	-	-	-
Budgeted Staffing		57.2	57.2	5.0	62.2



## LAND USE SERVICES

Total Changes Included in Board Approved Base Budget		
Salaries and Benefits	94,473	MOU.
	176,162	Retirement.
	43,774	Risk Management Worker's Comp.
	<u>314,409</u>	
Services and Supplies	<u>631</u>	Risk Management Liabilities.
Central Computer	<u>(12,868)</u>	
Transfers	(1,264)	Incremental change in EHAP.
	(3,529)	Transfers to LUS Administration - 4% Spend Down Plan.
	(25,410)	Transfers to LUS Administration - 30% Cost Reduction Plan.
	<u>(30,203)</u>	
<b>Revenue</b>		
Licenses & Permits	300,908	Increased revenue to cover base year adjustments.
	59,291	Increased revenue to cover reduction of local cost as par tof the 30% Cost Reduction Plan.
	<u>360,199</u>	
Total Appropriation Change	271,969	
Total Revenue Change	360,199	
Total Local Cost Change	(88,230)	
Total 2002-03 Appropriation	4,743,001	
Total 2002-03 Revenue	4,654,771	
Total 2002-03 Local Cost	88,230	
Total Base Budget Appropriation	5,014,970	
Total Base Budget Revenue	5,014,970	
Total Base Budget Local Cost	-	

Board Approved Changes to Base Budget		
Salaries and Benefits	277,994	Increase 2.0 Building Inspector III, 2.0 Building Inspector (Extra Help) and 1.0 Clerk II.
	13,173	Step increases.
	<u>291,167</u>	
Services and Supplies	50,535	Increase in COWCAP charges.
	(11,181)	GASB 34 accounting change (EHAP).
	20,000	Increase in Non Inventoriable Equipment for computer replacement and purchases for new employees.
	40,000	Increase in supplies and equipment for increased costs new employees.
	22,800	Increase in mileage reimbursement for 2.0 Building Inspector II (Extra Help).
	34,201	Increase in vehicle charges for new employees.
	<u>156,355</u>	
Equipment	<u>40,000</u>	Purchase of 2 vehicles for new employees.
Transfers	11,181	GASB 34 accounting change (EHAP).
	67,675	Increase transfer to AAA-LUS Administration.
	48,578	Increase in building rent - Yucca Valley - based on Real Estate Svcs correction.
	<u>127,434</u>	
Total Appropriation	<u>614,956</u>	
<b>Revenue</b>		
Current Services	<u>614,956</u>	Increased revenue reflects projects in process and anticipated increased workload.
Total Revenue	<u>614,956</u>	
Local Cost	<u>-</u>	

## LAND USE SERVICES

### BUDGET UNIT: CODE ENFORCEMENT DIVISION (AAA CEN)

#### I. GENERAL PROGRAM STATEMENT

The Code Enforcement Division of Land Use Services administers programs designed to protect the public's safety, welfare, and property through enforcement of county ordinances and state laws related to housing and property.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	2,847,328	2,803,194	2,865,944	2,960,413
Total Revenue	230,261	258,200	263,724	408,200
Local Cost	2,617,067	2,544,994	2,602,220	2,552,213
Budgeted Staffing		31.0		30.0
<b><u>Workload Indicators</u></b>				
Code enforcement complaints	3,089	3,000	3,065	3,000
Rehab/demolitions	200	135	177	140
Permits	462	700	460	600

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Included in base budget is the deletion of 1.0 Public Service Employee as a result of the portion of the 30% Cost Reduction Plan implemented.

##### **PROGRAM CHANGES**

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Public Protection</b>		
<b>DEPARTMENT: Land Use Services - Code Enforcement</b>			<b>ACTIVITY: Other Protection</b>		
<b>FUND: General AAA CEN</b>					
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Salaries and Benefits	1,824,602	1,907,369	2,046,306	(4,592)	2,041,714
Services and Supplies	737,989	655,157	650,332	277,174	927,506
Central Computer	22,430	22,430	17,928	-	17,928
Transfers	589,470	618,238	495,847	97,418	593,265
Total Exp Authority	3,174,491	3,203,194	3,210,413	370,000	3,580,413
Reimbursements	(308,547)	(400,000)	(400,000)	(220,000)	(620,000)
Total Appropriation	2,865,944	2,803,194	2,810,413	150,000	2,960,413
<b><u>Revenue</u></b>					
Licenses & Permits	95,295	106,000	106,000	-	106,000
Taxes	2,157	-	-	-	-
State, Fed or Gov't Aid	-	-	-	150,000	150,000
Current Services	116,993	122,200	122,200	-	122,200
Other Revenue	49,279	30,000	30,000	-	30,000
Total Revenue	263,724	258,200	258,200	150,000	408,200
Local Cost	2,602,220	2,544,994	2,552,213	-	2,552,213
Budgeted Staffing		31.0	30.0	-	30.0

## LAND USE SERVICES

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	51,922	MOU.
	97,181	Retirement.
	12,353	Risk Management Workers' Comp.
	(22,519)	Reduction 1.0 Public Service Employee - 30% Cost Reduction Plan
	<u>138,937</u>	
Services and Supplies	(3,564)	Risk Management Liabilities.
	(1,261)	Reduce other travel - 4% Spend Down Plan.
	<u>(4,825)</u>	
Central Computer	<u>(4,502)</u>	
Transfers	(18,057)	Reduction to LUS - Administration - 4% Spend Down Plan.
	(82,482)	Reduction to Fire Hazard Abatement - 4% Spend Down Plan.
	(21,362)	Reduction to LUS - Administration - 30% Cost Reduction Plan.
	(490)	Decrease in EHAP Charges.
	<u>(122,391)</u>	
<hr/>		
Total Appropriation Change	7,219	
Total Revenue Change	-	
Total Local Cost Change	7,219	
<hr/>		
Total 2002-03 Appropriation	2,803,194	
Total 2002-03 Revenue	258,200	
Total 2002-03 Local Cost	2,544,994	
<hr/>		
Total Base Budget Appropriation	2,810,413	
Total Base Budget Revenue	258,200	
Total Base Budget Local Cost	2,552,213	

### Board Approved Changes to Base Budget

Salaries and Benefits	<u>(4,592)</u>	Misc salary and benefit decreases.
Services and Supplies	220,000	Increase demo/rehab/blight abatement costs - fully offset by reimbursements from ECD.
	(5,864)	GASB 34 Accounting Change (EHAP).
	63,038	Increase vehicle service charges.
	<u>277,174</u>	
Transfers	85,000	Transfer to Fire Hazard Abatement to offset Code Enforcement time.
	5,864	GASB 34 Accounting Change (EHAP).
	6,554	Increased transfers to LUS Administration.
	<u>97,418</u>	
Reimbursements	<u>(220,000)</u>	Increase demo/rehab/blight abatement costs - fully offset by reimbursements from ECD.
Total Appropriation	<u>150,000</u>	
Revenue	<u>150,000</u>	State of California HCD Code Enforcement Grant.
Local Cost	<u>-</u>	

## LAND USE SERVICES

### BUDGET UNIT: FIRE HAZARD ABATEMENT (AAA WAB)

#### I. GENERAL PROGRAM STATEMENT

The Code Enforcement Division enforces the County's Fire and Hazardous Trees Ordinance in the unincorporated portions of the County, as well as under contract with certain cities and fire districts. This service includes inspections, notifications to property owners and removal of hazards due to vegetation and flammable debris.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	1,605,437	1,872,613	1,787,909	1,951,692
Total Revenue	1,521,728	1,872,613	1,627,403	1,951,692
Local Cost	83,709	-	160,506	-
Budgeted Staffing		21.0		21.0
<b><u>Workload Indicators</u></b>				
Weed notices issued	50,477	49,500	55,813	51,500
Weed abatements	3,326	5,000	3,283	4,700
Warrants issued	1,037	1,000	1,271	1,515
D.B.O. Fee (Done by Owner)	3,056	2,800	1,780	2,000

The actual Weed Abatements required and Done by Owner fees assessed is less than budgeted due to the increased responsiveness of property owners. This resulted in the actual revenue being less than budgeted revenue by \$245,210.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Public Protection</b>		
<b>DEPARTMENT: Land Use Services - Fire Hazard Abatement</b>			<b>ACTIVITY: Protective Inspection:</b>		
<b>FUND: General AAA WAB</b>					
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Salaries and Benefits	877,924	916,207	1,000,132	43,881	1,044,013
Services and Supplies	784,250	786,617	790,841	(56,518)	734,323
Central Computer	11,820	11,820	10,245	-	10,245
Equipment	-	20,000	20,000	(20,000)	-
Transfers	200,594	222,969	222,701	25,410	248,111
Total Exp Authority	1,874,588	1,957,613	2,043,919	(7,227)	2,036,692
Reimbursements	(86,679)	(85,000)	(85,000)	-	(85,000)
Total Appropriation	1,787,909	1,872,613	1,958,919	(7,227)	1,951,692
<b><u>Revenue</u></b>					
Taxes	347,876	744,621	744,621	(287,621)	457,000
Current Services	1,272,407	1,127,992	1,214,298	280,394	1,494,692
Other Revenue	7,120	-	-	-	-
Total Revenue	1,627,403	1,872,613	1,958,919	(7,227)	1,951,692
Local Cost	160,506	-	-	-	-
Budgeted Staffing		21.0	21.0	-	21.0

## LAND USE SERVICES

Total Changes Included in Board Approved Base Budget		
Salaries and Benefits	25,616	MOU.
	46,339	Retirement.
	11,970	Risk Management Workers' Comp.
	<u>83,925</u>	
Services and Supplies	<u>4,224</u>	Risk Management Liabilities.
Central Computer	<u>(1,575)</u>	
Transfers	<u>(268)</u>	Incremental Change in EHAP.
<b>Revenue</b>		
Current Services	<u>86,306</u>	Increased revenue to cover increased costs.
<hr/>		
Total Appropriation Change	86,306	
Total Revenue Change	86,306	
Total Local Cost Change	-	
<hr/>		
Total 2002-03 Appropriation	1,872,613	
Total 2002-03 Revenue	1,872,613	
Total 2002-03 Local Cost	-	
<hr/>		
Total Base Budget Appropriation	1,958,919	
Total Base Budget Revenue	1,958,919	
Total Base Budget Local Cost	-	
<hr/>		
Board Approved Changes to Base Budget		
Salaries and Benefits	<u>43,881</u>	Step advances, promotion of 1.0 Code Enforcement Officer from Trainee to I.
Services and Supplies	(50,000)	Reduce contract services for abatement work.
	(6,249)	COWCAP.
	3,640	Increase uniform expenditures.
	(3,909)	GASB 34 accounting change (EHAP)
	<u>(56,518)</u>	
Equipment	<u>(20,000)</u>	No additional vehicles are required by this program.
Transfers	3,909	GASB 34 accounting change (EHAP).
	21,501	Transfers to LUS Administration.
	<u>25,410</u>	
Total Appropriation	<u>(7,227)</u>	
Revenue		
Taxes	(287,621)	Reclassification of revenue from taxes to current services for accounts with Central Collections.
Current Services	280,394	Reclassification of revenue from taxes to current services for accounts with Central Collections and increases based on workload.
Total Revenue	<u>(7,227)</u>	
Local Cost	<u>-</u>	

## LAND USE SERVICES

### BUDGET UNIT: GENERAL PLAN UPDATE (RHJ LUS)

#### I. GENERAL PROGRAM STATEMENT

This budget unit provides a separate accounting for all expenditures and revenues related to the County's General Plan Update. The Advance Planning Division of Land Use Services prepares the County General Plan. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	-	1,615,336	320,000	2,312,826
Total Financing Sources	615,336	1,000,000	1,017,490	1,000,000
Fund Balance		615,336		1,312,826

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures are typically less than budget. The amount not expended is carried over to the subsequent year's budget. Land Use Services Advance Planning Division manages this project, with completion projected during 2005-06.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### PROGRAM CHANGES

None.

**GROUP: Economic Development/Public Services**  
**DEPARTMENT: Land Use Services - General Plan Update**  
**FUND: Special Revenue RHJ LUS**

**FUNCTION: Public Protection**  
**ACTIVITY: Other Protection**

	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Services and Supplies	420,000	1,296,336	1,296,336	1,216,986	2,513,322
Transfers	-	319,000	319,000	(269,496)	49,504
Total Exp Authority	420,000	1,615,336	1,615,336	947,490	2,562,826
Reimbursements	(100,000)	-	-	(250,000)	(250,000)
Total Appropriation	320,000	1,615,336	1,615,336	697,490	2,312,826
<b><u>Revenue</u></b>					
Use of Money & Prop	17,490	-	-	-	-
Total Revenue	17,490	-	-	-	-
Operating Transfer In	1,000,000	1,000,000	1,000,000	-	1,000,000
Total Financing Sources	1,017,490	1,000,000	1,000,000	-	1,000,000
Fund Balance		615,336	615,336	697,490	1,312,826

##### **Board Approved Changes to Base Budget**

Services and Supplies	1,258,039 (49,504) <u>8,451</u> <u>1,216,986</u>	Increase appropriation for fund balance requirements. Reduce Services and Supplies expenditures to balance increase in transfers out for GIS Tech per Bd direction during workshops. Final Fund Balance Adjustment
Transfers	(319,000) 49,504 <u>(269,496)</u>	Delete transfers to AAA-ADV for Salary & Benefit support. Transfer out to AAA-ADV for GIS Tech per Board direction during workshops.
Reimbursements	(250,000)	Move Transportation Reimbursements for Circulation Element from AAA-ADV (\$100,000), Increase Transportation, Flood Control and RDA Contribution (\$50,000 each).
Total Appropriation	<u>697,490</u>	
Total Financing Sources	<u>-</u>	
Fund Balance	<u>697,490</u>	

## LAND USE SERVICES

### BUDGET UNIT: HABITAT CONSERVATION (RHC PLN)

#### I. GENERAL PROGRAM STATEMENT

The Habitat Conservation Program budget was created in January 1999, in response to the January 12, 1999 Board of Supervisors action to continue work on preparation of the Multi-Species Habitat Conservation Plan for the San Bernardino Valley. The Habitat Conservation Plan is a study of endangered species located in the San Bernardino Valley that will conclude in recommendations regarding protection and mitigation of habitat to facilitate contiguous development opportunities. Land Use Services Advance Planning Division manages this project.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	(1,079,366)	260,479	1,025	142,735
Total Revenue	(462,810)	120,996	4,277	-
Fund Balance		139,483		142,735
Budgeted Staffing		1.0		-

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

Staffing changes consist of the reduction of 1.0 vacant Planner III due to inactivity. Any required work effort will be accomplished by existing Advance Planning staff.

##### PROGRAM CHANGES

Land Use Services Advance Planning Division manages this project, which is currently on hold, while the requirements and funding sources are re-evaluated and a decision is made regarding continuing this program.

GROUP: Economic Development/Public Works DEPARTMENT: Land Use Services - Habitat Conservation FUND: Special Revenue RHC PLN			FUNCTION: Public Protection ACTIVITY: Other Protection		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	1,025	60,479	60,479	(60,479)	-
Services and Supplies	-	200,000	200,000	(57,265)	142,735
Total Appropriation	1,025	260,479	260,479	(117,744)	142,735
<b><u>Revenue</u></b>					
Use of Money & Prop	4,277	-	-	-	-
State, Fed or Gov't Aid	-	120,996	120,996	(120,996)	-
Other Revenue	-	-	-	-	-
Total Revenue	4,277	120,996	120,996	(120,996)	-
Fund Balance		139,483	139,483	3,252	142,735
Budgeted Staffing		1.0	1.0	(1.0)	-

	<b>Board Approved Changes to Base Budget</b>	
Salaries and Benefits	(60,479)	Elimination of 1.0 Planner III.
Services and Supplies	(59,072)	Elimination of professional services.
	1,807	Final fund balance adjustment.
	(57,265)	
Total Appropriation	(117,744)	
Total Revenue	(120,996)	Elimination of revenue.
Fund Balance	3,252	

## OVERVIEW OF BUDGET

**DEPARTMENT: PUBLIC WORKS**  
**DIRECTOR: KEN A. MILLER**

The Public Works Department was established on March 14, 2000 resulting from the Board of Supervisors approving a restructuring of the county's organization. This department includes divisions for Regional Parks, Transportation, Solid Waste, and the Flood Control District. The department's mission is to maintain county roads, administer special transportation projects, manage the Surveyor functions, provide recreational opportunities for the public through the use of regional parks, oversee the operation and management of the county's solid waste system, and provide flood control and related services throughout the County. The Public Works Department has responsibility for the following budget units (the Flood Control District is included in the Special Districts budget book):

2003-04						
	Appropriation/ Operating Exp	Revenue	Local Cost	Fund Balance	Rev Over/ (Under Exp)	Staffing
<b>Regional Parks Div</b>						
Regional Parks	6,766,471	5,812,110	954,361			117.1
County Trail System	9,184,203	9,225,000		(40,797)		4.0
Proposition 12 Projects	1,963,990	2,164,184		(200,194)		-
Proposition 40 Projects	1,000,000	1,000,000		-		-
Moabi Boat Launching Facility	948,000	1,115,807		(167,807)		-
Glen Helen Amphitheater	1,140,960	1,087,000		53,960		-
Park Maintenance /Dev	1,441,634	185,000		1,256,634		-
Calico Marketing	428,694	370,500		58,194		1.0
Off-Highway Veh License	109,012	25,000		84,012		-
Glen Helen Pavilion Imp	194,509	29,500		165,009		-
Park Snack Bars	71,129	76,600			5,471	1.3
<b>Transportation Div</b>						
Surveyor	3,310,588	3,310,588	-			39.4
Survey Monument	360,356	94,190		266,166		-
Road Operations	70,485,718	52,112,083		18,373,635		357.7
CalTrans Contract	146,718	298,186		(151,468)		-
Etiwanda Interchange	1,180,000	2,125,085		(945,085)		-
High Desert Corridor	967,769	772,225		195,544		-
Development Projects	3,897,444	779,743		3,117,701		-
Measure I Funds	19,715,714	8,793,864		10,921,850		-
<b>Solid Waste Division</b>						
Operations	46,985,412	46,015,356			(970,056)	74.4
Site Closure/Maint	10,806,246	10,059,246			(747,000)	-
Site Enhancement/Exp	3,806,788	8,204,667			4,397,879	-
Groundwater Remediation	3,422,934	9,283,976			5,861,042	-
Environmental Mitigation	2,003,000	2,095,595			92,595	-
<b>TOTAL</b>	<b>190,337,289</b>	<b>165,035,505</b>	<b>954,361</b>	<b>32,987,354</b>	<b>8,639,931</b>	<b>594.9</b>

**Note:** Including the Flood Control District, the total 2003-04 budget is as follows: Appropriation (\$305,912,269); Revenue (\$238,022,081); Local Cost (\$954,361); Fund Balance (\$75,726,553); and Staffing (755.0).

### BUDGET UNIT: REGIONAL PARKS (AAA CCP)

#### I. GENERAL PROGRAM STATEMENT

The Regional Parks Division is responsible for the operation and maintenance of nine regional parks located throughout the county. These parks, which encompass approximately 9,200 acres, are as follows: Prado (Chino), Cucamonga-Guasti (Ontario), Glen Helen (San Bernardino), Mojave River Forks (Summit Valley), Mojave Narrows (Victorville), Moabi (Needles), Lake Gregory (Crestline), Yucaipa, and Calico Ghost Town (Yermo). The division also oversees the operation of 180 acres at the Big Morongo Canyon Wildlife Preserve in Morongo Valley. Together, these parks offer open space, trails, camping, swimming, fishing, picnicking, equestrian activities, playing fields, and other recreational opportunities to the public. The division sponsors special cultural, educational and promotional events through the use of park resources and contractual agreements with private, non-profit, and other public entities.



## **PUBLIC WORKS**

### **II. BUDGET & WORKLOAD HISTORY**

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	5,817,430	6,407,943	6,363,461	6,766,471
Total Revenue	5,438,542	5,760,448	5,728,337	5,812,110
Local Cost	378,888	647,495	635,124	954,361
Budgeted Staffing		117.1		117.1

#### **Workload Indicators**

Attendance (\*):

Calico Ghost Town	314,350	372,200	314,531	346,300
Moabi	289,115	330,700	295,206	331,770
Glen Helen	563,345	647,000	528,855	653,000
Mojave Narrows	78,224	89,400	79,604	86,000
Prado	286,517	280,400	266,501	281,000
Cucamonga-Guasti	148,838	164,800	149,765	160,700
Yucaipa	305,140	328,400	301,135	331,000
Lake Gregory	290,111	294,400	281,201	293,000
Mojave River Forks	11,820	8,700	10,368	12,000
Total Attendance	2,287,460	2,516,000	2,227,166	2,494,770

### **III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**

#### **STAFFING CHANGES**

None.

#### **PROGRAM CHANGES**

Regional Parks' 2003-04 budget reflects additional revenues (approximately \$8,000) that will be generated from Board approved increases to certain fees.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Rec &amp; Cultural Service</b>		
<b>DEPARTMENT: Public Works - Regional Parks</b>			<b>ACTIVITY: Recreation Facilities</b>		
<b>FUND: General AAA CCP</b>					
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Salaries and Benefits	3,843,747	3,977,343	4,347,488	290	4,347,778
Services and Supplies	2,387,674	2,287,897	2,229,929	26,070	2,255,999
Central Computer	26,605	26,605	21,294	-	21,294
Transfers	130,328	130,098	130,098	25,302	155,400
Total Exp Authority	6,388,354	6,421,943	6,728,809	51,662	6,780,471
Reimbursements	(24,893)	(14,000)	(14,000)	-	(14,000)
Total Appropriation	6,363,461	6,407,943	6,714,809	51,662	6,766,471
<b><u>Revenue</u></b>					
Use of Money & Prop	1,093,678	1,134,900	1,134,900	45,900	1,180,800
Current Services	4,573,757	4,574,748	4,574,748	7,562	4,582,310
Other Revenue	60,902	50,800	50,800	(1,800)	49,000
Total Revenue	5,728,337	5,760,448	5,760,448	51,662	5,812,110
Local Cost	635,124	647,495	954,361	-	954,361
Budgeted Staffing		117.1	117.1	-	117.1

## PUBLIC WORKS

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	119,996	MOU.
	205,658	Retirement.
	44,491	Risk Management Workers' Comp.
	<u>370,145</u>	
Services and Supplies	(25,900)	4\$ Spend Down Plan.
	(3,975)	Incremental Change in EHAP.
	(59,377)	30% Cost Reduction Plan.
	31,284	Risk Management Liabilities.
	<u>(57,968)</u>	
Central Computer	<u>(5,311)</u>	
<hr/>		
Total Appropriation Change	306,866	
Total Revenue Change	-	
Total Local Cost Change	306,866	
<hr/>		
Total 2002-03 Appropriation	6,407,943	
Total 2002-03 Revenue	5,760,448	
Total 2002-03 Local Cost	647,495	
<hr/>		
Total Base Budget Appropriation	6,714,809	
Total Base Budget Revenue	5,760,448	
Total Base Budget Local Cost	954,361	

### Board Approved Changes to Base Budget

Salaries and Benefits	<u>290</u>	No change in staff. Additional amount is due to minimal increase in termination benefits.
Services and Supplies	<u>51,372</u>	Increases in maintenance, advertising, and vehicle charges.
	<u>(25,302)</u>	GASB 34 accounting change (EHAP).
	<u>26,070</u>	
Transfers	<u>25,302</u>	GASB 34 accounting change (EHAP).
Total Appropriation	<u>51,662</u>	
<hr/>		
Revenue		
Use of Mny & Prop	<u>45,900</u>	Increase in concessionaire revenues primarily from Calico Regional Park.
Current Services	<u>7,562</u>	increase from Board approved fee adjustments.
Other Revenue	<u>(1,800)</u>	Slight decrease from sale of fire wood and fishing licenses.
Total Revenue	<u>51,662</u>	
Local Cost	<u>-</u>	

## PUBLIC WORKS

### BUDGET UNIT: COUNTY TRAIL SYSTEM (RTS CCP)

#### I. GENERAL PROGRAM STATEMENT

On October 6, 1998, the Board of Supervisors approved County Policy #08-16 regarding the development of a county trail system. Under this policy, the Board designated Regional Parks to act as the lead agency for overseeing the development and maintenance of riding (non-motorized) and hiking trails within San Bernardino County. This separate budget unit was established to account for activity related to the trail system independently from other park operations.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	739,461	6,339,243	994,711	9,184,203
Total Revenue	535,522	5,541,665	156,336	9,225,000
Fund Balance		797,578		(40,797)
Budgeted Staffing		4.0		4.0

Actual expenditures for 2002-03 were approximately \$5.3 million less than budget primarily due to development of the Santa Ana River Trail (Phase II and III) not initiating as projected. The projects have been delayed due to permitting issues with the BNSF Railroad. These appropriations have been carried over to 2003-04 when development is now expected to commence. These portions of the trail are financed through grants from SANBAG. The grant funds are obtained on a reimbursable basis. Thus, the department will receive these funds after the trail improvements have initiated.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

The 2003-04 budget includes appropriations for development of Phase II (La Cadena Dr. to Waterman Ave.) and Phase III (Waterman Ave. to Alabama St.) of the Santa Ana River Trail, as well as for the following new projects: Santa Ana River Parkway Improvements (\$3.3 million), Wilson Creek Trail (\$65,000), and the Cooley Ranch Landfill Brownfields Project (\$150,000).

GROUP: Economic Development/Public Services			FUNCTION: Rec & Cultural Services		
DEPARTMENT: Public Works - County Trail System			ACTIVITY: Recreation Facilities		
FUND: Special Revenue RTS CCP					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	158,884	201,392	219,449	18,527	237,976
Services and Supplies	1,014,777	6,308,966	6,308,966	2,766,666	9,075,632
Transfers	-	-	-	693	693
Total Exp Authority	1,173,661	6,510,358	6,528,415	2,785,886	9,314,301
Reimbursements	(178,950)	(171,115)	(171,115)	41,017	(130,098)
Total Appropriation	994,711	6,339,243	6,357,300	2,826,903	9,184,203
<b><u>Revenue</u></b>					
Use of Money & Prop	26,787	10,000	10,000	-	10,000
State, Fed or Gov't Aid	9,999	5,100,000	5,100,000	3,515,000	8,615,000
Other Revenue	119,550	431,665	449,722	150,278	600,000
Total Revenue	156,336	5,541,665	5,559,722	3,665,278	9,225,000
Fund Balance		797,578	797,578	(838,375)	(40,797)
Budgeted Staffing		4.0	4.0	-	4.0

## PUBLIC WORKS

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	5,883	MOU.
	9,727	Retirement.
	2,447	Risk Management Workers' Comp.
	<u>18,057</u>	
<b>Revenue</b>		
Other Revenue	<u>18,057</u>	Other revenue to offset the above increases in salaries and benefits.
Total Appropriation Change	18,057	
Total Revenue Change	18,057	
Total Fund Balance Change	-	
Total 2002-03 Appropriation	6,339,243	
Total 2002-03 Revenue	5,541,665	
Total 2002-03 Fund Balance	797,578	
Total Base Budget Appropriation	6,357,300	
Total Base Budget Revenue	5,559,722	
Total Base Budget Fund Balance	797,578	

### Board Approved Changes to Base Budget

Salaries & Benefits	<u>18,527</u>	Increase primarily due to an upgrade of a contract program coordinator to a regional parks program manager.
Services & Supplies	<u>2,766,666</u>	Increase due to the following new projects in 2003-04: Santa Ana River Parkway Improvements (\$3.3 million), the Wilson Creek Trail (\$65,000), and Cooley Ranch Landfill Brownfields (\$150,000). These new projects are partially offset by the completion of other projects in 2002-03 totaling approximately \$750,000.
Transfers	<u>693</u>	EHAP charges to Human Resources.
Reimbursements	<u>41,017</u>	Completion of Lake Gregory Fitness Trail in 2002-03 requires no further reimbursement for this project.
Total Appropriation	<u>2,826,903</u>	
<b>Revenue</b>		
State, Fed or Gov't Aid	<u>3,515,000</u>	Expected state and federal grants to fund new projects listed above.
Other Revenue	<u>150,278</u>	Expected grant match funds from the Wildlands Conservancy.
Total Revenue	<u>3,665,278</u>	
Fund Balance	<u>(838,375)</u>	

## PUBLIC WORKS

### BUDGET UNIT: PROPOSITION 12 PROJECTS (RKL RGP)

#### I. GENERAL PROGRAM STATEMENT

Proposition 12 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000 passed by the voters in November, 2000. Over the life of this program, \$4,832,410 of Proposition 12 funds will be allocated to the Department for use in renovating and rehabilitating facilities at various regional parks. This fund has been established to separately account for all activity related to the bond act. The list of projects to be funded from the Proposition 12 funds was provided to the Board of Supervisors on January 29, 2002. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation		2,000,000	226,908	1,963,990
Total Revenue		2,000,000	26,714	2,164,184
Fund Balance		-		(200,194)

Several Proposition 12 projects did not commence in 2002-03 as scheduled because the Department was in the process of completing the required environmental documentation. It is anticipated that many of these projects will now begin in 2003-04.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Rec & Cultural Services		
DEPARTMENT: Public Works - Prop 12			ACTIVITY: Recreation Facilities		
FUND: Special Revenue RKL RGP					
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Services and Supplies	226,908	1,975,494	1,975,494	(11,504)	1,963,990
Transfers	-	24,506	24,506	(24,506)	-
Total Appropriation	226,908	2,000,000	2,000,000	(36,010)	1,963,990
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	26,714	2,000,000	2,000,000	164,184	2,164,184
Total Revenue	26,714	2,000,000	2,000,000	164,184	2,164,184
Fund Balance		-	-	(200,194)	(200,194)

<b>Board Approved Changes to Base Budget</b>		
Services and Supplies	(11,504)	Decrease due to a contract being encumbered in 2002-03.
Transfers	(24,506)	Transfer out to Trail Program budget will not occur until completion of all projects.
Total Appropriation	(36,010)	
Total Revenue	164,184	Additional revenue based on number of projects expected to be completed.
Fund Balance	(200,194)	

## PUBLIC WORKS

### BUDGET UNIT: PROPOSITION 40 PROJECTS (RKM RGP)

#### I. GENERAL PROGRAM STATEMENT

Proposition 40 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2002 passed by the voters in March, 2002. Over the life of this program, \$4,768,919 of Proposition 40 funds will be allocated to the Department for use in renovating and rehabilitating facilities at various regional parks. This fund has been established to separately account for all activity related to this bond act. A proposed list of projects recommended to be funded from this revenue source will be presented to the Board of Supervisors prior to receiving any Proposition 40 funds. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>
Total Appropriation	-	1,000,000	-	1,000,000
Total Revenue	-	1,000,000	-	1,000,000
Fund Balance		-	-	-

There was no activity in the fund in 2002-03 due to the state not having completed the guidelines for this program. It is expected that these guidelines will be finalized in early 2003-04. This will allow the Department to proceed with a contract with the State and then move forward with projects.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Prop 40  
FUND: Special Revenue RKM RGP

FUNCTION: Rec & Cultural Services  
ACTIVITY: Recreation Facilities

	<u>2002-03 Actuals</u>	<u>2002-03 Approved Budget</u>	<u>2002-03 Board Approved Base Budget</u>	<u>2003-04 Board Approved Changes to Base Budget</u>	<u>2003-04 Final Budget</u>
<b><u>Appropriation</u></b>					
Services and Supplies	-	990,000	990,000	-	990,000
Transfers	-	10,000	10,000	-	10,000
Total Appropriation	-	1,000,000	1,000,000	-	1,000,000
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	-	1,000,000	1,000,000	-	1,000,000
Total Revenue	-	1,000,000	1,000,000	-	1,000,000
Fund Balance	-	-	-	-	-

## PUBLIC WORKS

### BUDGET UNIT: MOABI REGIONAL PARK BOAT LAUNCHING FACILITY (RTP CCP)

#### I. GENERAL PROGRAM STATEMENT

In July 2002, the Regional Parks Division was awarded a grant from the California Department of Boating and Waterways in the amount of \$1,273,000. These funds are for the purpose of renovating the Moabi Regional Park Boat Launching Facility. This budget unit was established to separately account for all activity related to the grant. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>
Total Appropriation	-	-	375,602	948,000
Total Revenue	-	-	207,795	1,115,807
Fund Balance		-		(167,807)

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Moabi Regional Park Boat Launching Facility  
FUND: Special Revenue RTP CCP

FUNCTION: Rec & Cultural Svcs  
ACTIVITY: Recreation Facilities

	<u>2002-03 Actuals</u>	<u>2002-03 Approved Budget</u>	<u>2003-04 Board Approved Base Budget</u>	<u>2003-04 Board Approved Changes to Base Budget</u>	<u>2003-04 Final Budget</u>
<b><u>Appropriation</u></b>					
Services and Supplies	375,602	-	-	948,000	948,000
Total Appropriation	375,602	-	-	948,000	948,000
<b><u>Revenue</u></b>					
Rev from Use of Money/Prop	193				
State, Fed or Gov't Aid	156,801			1,115,807	1,115,807
Other	50,801	-	-	-	-
Total Revenue	207,795	-	-	1,115,807	1,115,807
Fund Balance		-	-	(167,807)	(167,807)

##### **Board Approved Changes to Base Budget**

Services and Supplies	<u>948,000</u>	Professional services contracts to complete the project.
Total Appropriation	<u>948,000</u>	
Revenue		
State, Fed or Gov't Aid	<u>1,115,807</u>	Remaining grant balance from the State Department of Boating and Waterways.
Fund Balance	<u>(167,807)</u>	

## PUBLIC WORKS

### BUDGET UNIT: GLEN HELEN AMPHITHEATER (SGH CAO)

#### I. GENERAL PROGRAM STATEMENT

This special revenue fund was established to account for lease payments received annually from the operators of the amphitheater at Glen Helen Regional Park. Each year, this revenue is transferred to the county general fund to abate the cost of the facility's debt service payment. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	840,791	910,067	862,650	1,140,960
Total Revenue	802,483	903,000	909,543	1,087,000
Fund Balance		7,067		53,960

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Rec & Cultural Svcs		
DEPARTMENT: Public Works - Glen Helen Amphitheater			ACTIVITY: Recreation Facilities		
FUND: Special Revenue SGH CAO					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Services and Supplies	-	47,417	47,417	121,443	168,860
Transfers	862,650	862,650	862,650	109,450	972,100
Total Appropriation	862,650	910,067	910,067	230,893	1,140,960
<b><u>Revenue</u></b>					
Use of Money & Prop	909,543	903,000	903,000	72,000	975,000
Other Revenue	-	-	-	112,000	112,000
Total Revenue	909,543	903,000	903,000	184,000	1,087,000
Fund Balance		7,067	7,067	46,893	53,960

Board Approved Changes to Base Budget		
Services and Supplies	121,443	Increase based on additional revenue anticipated in 2003-04.
Transfers	109,450	Increased amount transferred to the general fund to finance debt service on the Amphitheater.
Total Appropriation	230,893	
Revenue		
Use of Money & Prop	72,000	Increase in annual lease payment to the county from the operators of the Amphitheater.
Other Revenue	112,000	Revenue from changing the name of the Amphitheater to the Hyundai Pavilion.
Total Revenue	184,000	
Fund Balance	46,893	



## PUBLIC WORKS

### BUDGET UNIT: REGIONAL PARKS MAINTENANCE/DEVELOPMENT (SPR CCR)

#### I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1997-98 to provide for the maintenance, development, and emergency repair at all regional parks. This fund is financed through a five percent allocation of park admission fees. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	338,690	982,057	662,523	1,441,634
Total Revenue	415,973	185,000	1,118,550	185,000
Fund Balance		797,057		1,256,634

Actual revenues for 2002-03 were approximately \$934,000 greater than budget due to unanticipated proceeds from the sale of Baldwin Lake properties.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGE

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Maintenance/Development  
FUND: Special Revenue SPR CCR

FUNCTION: Rec & Cultural Svcs  
ACTIVITY: Recreation Facilities

	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Services & Supplies	546,583	875,057	875,057	195,925	1,070,982
Equipment	115,940	107,000	107,000	263,652	370,652
Total Appropriation	662,523	982,057	982,057	459,577	1,441,634
<b><u>Revenue</u></b>					
Use of Money & Prop	23,307	20,000	20,000	-	20,000
Current Services	1,095,243	165,000	165,000	-	165,000
Total Revenue	1,118,550	185,000	185,000	-	185,000
Fund Balance		797,057	797,057	459,577	1,256,634

##### **Board Approved Changes to Base Budget**

Services and Supplies	195,925	Increase due to net effect of an additional \$459,577 in fund balance, partially offset by a reallocation of \$263,652 to purchase needed equipment.
Equipment	263,652	Purchase of skid loader, backhoe, tractor, mower, and playground equipment.
Total Appropriation	459,577	
Total Revenue	-	
Fund Balance	459,577	

## PUBLIC WORKS

### BUDGET UNIT: CALICO GHOST TOWN MARKETING SERVICES (SPS CCR)

#### I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1997-98 to provide separate accountability and operations of marketing services for Calico Ghost Town Regional Park. These services include advertising and marketing for special events such as Calico Days, Spring Festival, Hullabaloo, the Fine Arts Show, and other smaller events. 3% of the Calico Ghost Town concessionaire's gross sales, as well as 15% of the park's admission fees are used to finance these services.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	364,750	405,156	338,741	428,694
Total Revenue	317,156	389,300	380,479	370,500
Fund Balance		15,856		58,194
Budgeted Staffing		1.0		1.0

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services				FUNCTION: Rec & Cultural Svcs	
DEPARTMENT: Public Works - Calico Ghost Town Marketing Services				ACTIVITY: Promotion	
FUND: Special Revenue SPS CCR					
	2002-03	2002-03	2003-04	2003-04	
	Actuals	Approved Budget	Board Approved Base Budget	Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	36,754	47,130	47,130	2,411	49,541
Services and Supplies	301,987	358,026	358,026	20,954	378,980
Transfers	-	-	-	173	173
Total Appropriation	338,741	405,156	405,156	23,538	428,694
<b><u>Revenue</u></b>					
Use of Money & Prop	53,681	65,500	65,500	(9,500)	56,000
Current Services	102,235	145,000	145,000	(35,000)	110,000
Other Revenue	224,563	178,800	178,800	25,700	204,500
Total Revenue	380,479	389,300	389,300	(18,800)	370,500
Fund Balance		15,856	15,856	42,338	58,194
Budgeted Staffing		1.0	1.0	-	1.0
<b>Board Approved Changes to Base Budget</b>					
Salaries and Benefits	2,411	Step increase in salary for Marketing Coordinator.			
Services and Supplies	20,954	Increase mainly the result of additional fund balance available.			
Transfers	173	Marketing Coordinator increase in EHAP expenses.			
Total Appropriation	23,538				
<b>Revenue</b>					
Use of Money & Prop	(9,500)	Decrease due to a decline in tourism at the Park.			
Current Services	(35,000)	Decrease due to a decline in tourism at the Park.			
Other Revenue	25,700	Anticipated increase in festival and special event revenue.			
Total Revenue	(18,800)				
Fund Balance	42,338				

## PUBLIC WORKS

### BUDGET UNIT: OFF-HIGHWAY VEHICLE LICENSE FEE (SBY AMS)

#### I. GENERAL PROGRAM STATEMENT

Off-Highway vehicle funds are provided pursuant to state law. These funds are derived from fines for violation of off-highway vehicle operations and licensing. Subject to state requirements, these funds may be used for the development of trails and areas for off-highway. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	23,625	76,842	6,740	109,012
Total Revenue	34,092	25,000	38,910	25,000
Fund Balance		51,842		84,012

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than the budget. The amount not spent in 2002-03 has been re-appropriated in the 2003-04 budget.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Off Highway Vehicle License Fee  
FUND: Special Revenue SBY AMS

FUNCTION: Rec & Cultural Svcs  
ACTIVITY: Recreation Facilities

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Services and Supplies	6,740	76,842	-	32,170	109,012
Total Appropriation	6,740	76,842	-	32,170	109,012
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	38,910	25,000	-	-	25,000
Total Revenue	38,910	25,000	-	-	25,000
Fund Balance		51,842	-	32,170	84,012

##### Board Approved Changes to Base Budget

Services and Supplies	32,170	Increase is based on additional fund balance available.
Total Appropriation	32,170	
Revenue	-	
Fund Balance	32,170	

**PUBLIC WORKS**

**BUDGET UNIT: GLEN HELEN PAVILION IMPROVEMENTS  
(SGR RGP)**

**I. GENERAL PROGRAM STATEMENT**

This special revenue fund was established in 1993-94 to provide for improvements to the Glen Helen Pavilion. These improvements are designed to maintain the amphitheater and its facilities in their current condition. This fund is financed jointly by deposits from the Regional Parks Division and the operators of the pavilion. There is no staffing associated with this budget unit.

**II. BUDGET & WORKLOAD HISTORY**

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	341	169,958	5,752	194,509
Total Revenue	30,384	29,000	29,803	29,500
Fund Balance		140,958		165,009

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not spent in 2002-03 has been re-appropriated in 2003-04.

**III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET**

**PROGRAM CHANGES**

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Rec &amp; Cultural Svcs</b>		
<b>DEPARTMENT: Public Works - Glen Helen Pavilion Imp</b>			<b>ACTIVITY: Recreation Facilities</b>		
<b>FUND: Special Revenue SGR RGP</b>					
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Services and Supplies	5,752	169,958	169,958	24,551	194,509
Total Appropriation	5,752	169,958	169,958	24,551	194,509
<b><u>Revenue</u></b>					
Use of Money & Prop	4,084	4,000	4,000	500	4,500
Other Revenue	24,999	25,000	25,000	-	25,000
Total Revenue	29,083	29,000	29,000	500	29,500
Fund Balance		140,958	140,958	24,051	165,009

<b>Board Approved Changes to Base Budget</b>		
Services and Supplies	24,551	Increase based on fund balance available and increased revenue.
Total Appropriation	24,551	
Revenue	500	Increase in earned interest.
Fund Balance	24,051	

## PUBLIC WORKS

### BUDGET UNIT: REGIONAL PARKS SNACK BARS (EMO, EMP & EMT)

#### I. GENERAL PROGRAM STATEMENT

The Regional Parks Division provides staff to operate three snack bars located at the following parks: Glen Helen (island site), Lake Gregory, and Mojave Narrows. In 1995-96, enterprise funds were established for the snack bars to provide management with sound accountability and timely reports. Any excess revenue resulting from operations is used to enhance the snack bars or other park operations. Snack bars at Cucamonga-Guasti, Yucaipa, Prado, and Glen Helen (swimming complex) are operated by a Board-approved private contractor.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	84,688	86,262	69,138	71,129
Total Revenue	95,777	103,500	66,162	76,600
Revenue Over/(Under) Exp	11,089	17,238	(2,976)	5,471
Budgeted Staffing		1.0		1.3

Actual expenditures and revenues for 2002-03 are less than budget due to snack bar operations at Prado Regional Park being operated by a Board-approved private contractor.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

Budgeted staffing has been increased by a net of 0.3 positions. Of this amount, 0.8 was increased due to the county assuming snack bar operations from a concessionaire at Lake Gregory Regional Park, and 0.5 was decreased resulting from the snack bar at Prado Regional Park now being operated by a Board-approved private contractor.

##### PROGRAM CHANGES

As mentioned above, Regional Parks has taken over snack bar operations at Lake Gregory from a concessionaire while turning the Prado snack bar operation over to a Board-approved private contractor.

GROUP: Economic Development/Public Services			FUNCTION: Rec & Cultural Svcs		
DEPARTMENT: Public Works - Park Snack Bar			ACTIVITY: Snack Bar Sales		
FUND: Enterprise EMO, EMP, EMT CCR					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	17,778	19,262	19,262	4,694	23,956
Services and Supplies	51,360	67,000	67,000	(20,000)	47,000
Transfers	-	-	-	173	173
Total Operating Expense	69,138	86,262	86,262	(15,133)	71,129
<b>Revenue</b>					
Other Revenue	66,162	103,500	103,500	(26,900)	76,600
Total Revenue	66,162	103,500	103,500	(26,900)	76,600
Total Rev Over/(Under) Exp	(2,976)	17,238	17,238	(11,767)	5,471
Budgeted Staffing		1.0	1.0	0.3	1.3

Board Approved Changes to Base Budget	
Salaries and Benefits	4,694 Increase due to the addition of 0.3 in budgeted staff.
Services and Supplies	(20,000) Less supplies needed due to Prado snack bar being operated by a concessionaire.
Transfers	173 EHAP Charges.
Total Operating Expense	(15,133)
Revenue	(26,900) Less revenues due to Prado snack bar now operated by a concessionaire.
Total Rev Over/(Under) Exp	(11,767)

## PUBLIC WORKS

### BUDGET UNIT: SURVEYOR (AAA SVR)

#### I. GENERAL PROGRAM STATEMENT

The Surveyor Division is composed of two functions: office mapping and field survey services. The office mapping section is responsible for the review of subdivision maps as prescribed by state law, preparation of legal descriptions and maps for other county departments, and assisting the public in matters relating to land boundaries. The field section performs boundary and construction surveys primarily for other county departments and is responsible for perpetuation of controlling survey monuments.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	2,185,167	2,958,835	2,428,905	3,310,588
Total Revenue	2,242,866	2,958,835	2,480,789	3,310,588
Local Cost	(57,699)	-	(51,884)	-
Budgeted Staffing		39.3		39.4
<b><u>Workload Indicators</u></b>				
Final Maps	27	25	14	10
Parcel Maps	47	46	42	47
Records of Survey	152	175	194	160
Corner Records	1,002	1,300	1,048	800

Actual expenditures for 2002-03 were \$529,930 less than budget primarily due to a \$367,268 savings in salaries and benefits resulting from delays in filling vacant positions. In addition, services and supplies were also under budget by \$136,569. This savings is due to not re-modeling the public service counter and research area, as well as motor pool, microfilming, field survey supplies, training and travel costs being less than anticipated. Actual revenues for 2002-03 were under-realized by \$478,046 mainly because of the delays with filling revenue generating positions.

While the above workload indicators reflect a decrease in work performed for the private sector, the Surveyor's workload related to other county entities is on the rise. Work requested by the Transportation Division and the Flood Control District for field surveys, as well as by the Information Services Department for automation of the Geographic Information Systems (GIS) parcel basemap, will offset the private sector workload decreases. Workload indicators for performing field surveys and automation of the GIS parcel basemap are not reflected, as they are not easily measurable.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Budgeted staffing has been increased by 0.1 to reflect additional hours for an existing retiree extra help Land Surveyor. Revenues generated by the Surveyor's Division will fund the costs associated with this increase.

##### **PROGRAM CHANGES**

In 2003-04, the Surveyor will be providing increased services to assist the Information Services Department (ISD) with the automation of the GIS parcel basemap. The Surveyor will provide quality control, maintenance, and perform surveys to establish control points for the parcel basemap. Revenues from ISD have been increased by approximately \$300,000 in 2003-04 for providing this service. When the GIS program was approved, an ongoing maintenance cost for the Surveyor was identified at \$200,000 per year. ISD will reimburse the Surveyor for these costs in 2003-04 and for approximately six months of 2004-05 (at that time the GIS parcel basemap is expected to be fully automated). Sources of revenue to fund ongoing maintenance costs subsequent to December 2004 have not been identified and will need to be addressed at a later date.

# PUBLIC WORKS

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Surveyor  
FUND: General AAA SVR

FUNCTION: Public Protection  
ACTIVITY: Other Protection

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	2,180,402	2,547,670	2,756,292	11,130	2,767,422
Services and Supplies	218,851	355,420	355,911	89,903	445,814
Central Computer	15,406	15,406	12,978	-	12,978
Equipment	45,902	69,000	69,000	15,900	84,900
Transfers	26,565	31,128	31,128	36,510	67,638
Total Exp Authority	2,487,126	3,018,624	3,225,309	153,443	3,378,752
Reimbursements	(58,221)	(59,789)	(59,789)	(8,375)	(68,164)
Total Appropriation	2,428,905	2,958,835	3,165,520	145,068	3,310,588
<b>Revenue</b>					
Current Services	2,420,383	2,917,535	3,124,220	145,068	3,269,288
Other Revenue	60,406	41,300	41,300	-	41,300
Total Revenue	2,480,789	2,958,835	3,165,520	145,068	3,310,588
Local Cost	(51,884)	-	-	-	-
Budgeted Staffing		39.3	39.3	0.1	39.4

## Total Changes Included in Board Approved Base Budget

Salaries and Benefits	62,625	MOU.
	115,655	Retirement.
	30,342	Risk Management Workers' Comp.
	<u>208,622</u>	
Services and Supplies	949	Risk Management Liabilities.
	(458)	Incremental Change in EHAP.
	<u>491</u>	
Central Computer	<u>(2,428)</u>	
<b>Revenue</b>		
Current Services	206,685	Includes \$72,114 in additional revenues that will be generated due to th MOU hourly rate increases that, in turn, increases the hourly rate chargeable to county departments (primarily Transportation and Flood Control). The remaining \$134,571 will be covered primarily by revenues generated from ISD relating to automation of the GIS parcel basemap.
Total Appropriation Change	206,685	
Total Revenue Change	206,685	
Total Local Cost Change	-	
Total 2002-03 Appropriation	2,958,835	
Total 2002-03 Revenue	2,958,835	
Total 2002-03 Local Cost	-	
Total Base Budget Appropriation	3,165,520	
Total Base Budget Revenue	3,165,520	
Total Base Budget Local Cost	-	

## PUBLIC WORKS

### Board Approved Changes to Base Budget

Salaries and Benefits	7,094	Additional amount for 0.1 staffing increase for retiree extra help Land Surveyor.
	45,236	Step increases.
	(41,200)	Less termination benefit cash-outs needed in 2003-04.
	<u>11,130</u>	
Services and Supplies	(8,200)	Monthly access charges of \$2,200 for field crew's cell phones replacing 800 Mhz hand held radios costing \$7,980; reduced rates for telephone system costs of \$2,420.
	11,161	Add'l for computers for three staff members to process work and for the replacement of failing computers.
	6,254	Add'l need for desks, tables, chairs and filing cabinets for three staff members & public counter research area.
	69,661	COWCAP increase, \$66,361; Central Mail Services postage rate increase, \$3,300.
	(15,000)	Delay for remodel of public service counter/research area.
	11,000	Increased need based on ISD's revised estimate for the ongoing development of the document imaging project.
	(8,450)	Reduced Vehicle Services & County Garage charges for not purchasing a vehicle for office, (\$9,200); increased private mileage, \$750.
	30,290	New mileage costs for ISD's requests for surveys related to parcel basemap including Vehicle Services rate increase.
	(6,813)	GASB 34 Accounting Change (EHAP).
	<u>89,903</u>	
Equipment	45,900	Two Global Positioning System (GPS) units needed to perform field surveys to replace older, worn units.
	(30,000)	Not purchasing vehicle for office section.
	<u>15,900</u>	
Transfers	6,813	GASB 34 Accounting Change (EHAP).
	25,700	Increase for Public Works computer services charges.
	3,997	Increase Surveyor's share of department's Human Resources/Payroll costs, \$2,997; signs for field crews, \$1,000.
	<u>36,510</u>	
Reimbursements	(8,375)	Increase from Public Works, Transportation for Land Development's share of Surveyor's costs.
Total Appropriation	<u>145,068</u>	
Revenue		
Current Services	166,087	From ISD for quality control, maintenance and survey control points for the automation of the parcel basemap.
	43,433	Revenues for mileage costs for typical surveys related to preserving monuments, \$13,143; revenues for mileage costs for surveys requested by ISD for the parcel basemap project that relate to monument preservation, \$30,290.
	(64,452)	Conservative estimate results in decreasing revenues for review of subdivision maps due to unknown state of economy.
Total Revenue	<u>145,068</u>	
Local Cost	<u>-</u>	



## PUBLIC WORKS

### BUDGET UNIT: SURVEY MONUMENT PRESERVATION (SBS SVR)

#### I. GENERAL PROGRAM STATEMENT

The Survey Monument Preservation Fund was established to account for expenses incurred related to the retracement or remonument surveys of major historical land division lines, upon which later surveys are based. These include, but are not limited to, surveys of government section lines, grant lines, rancho section lines, acreage subdivision lot lines, and subdivision boundary lines. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	140,709	304,903	57,846	360,356
Total Revenue	99,387	91,751	110,860	94,190
Fund Balance		213,152		266,166

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended in 2002-03 has been re-appropriated for 2003-04.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Public Protection		
DEPARTMENT: Public Works - Survey Monument Preservation			ACTIVITY: Other Protection		
FUND: Special Revenue SBS SVR					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Services and Supplies	57,846	304,903	304,903	55,453	360,356
Total Appropriation	57,846	304,903	304,903	55,453	360,356
<b><u>Revenue</u></b>					
Current Services	110,860	91,751	91,751	2,439	94,190
Total Revenue	110,860	91,751	91,751	2,439	94,190
Fund Balance		213,152	213,152	53,014	266,166

Board Approved Changes to Budget		
Services and Supplies	55,453	Increase primarily the result of additional fund balance available.
Total Appropriation	55,453	
Revenue		
Current Services	2,439	Increased revenues collected by County Recorder.
Total Revenue	2,439	
Fund Balance	53,014	

## PUBLIC WORKS

### BUDGET UNIT: ROAD OPERATIONS CONSOLIDATED (SAA, SVJ, SVK, SVL, SVM)

#### I. GENERAL PROGRAM STATEMENT

The Transportation Division of the Public Works Department is responsible for the operation of the county maintained road system, including administration, planning, design, contract administration, traffic management and maintenance of approximately 2,834 miles of road. The program is financed principally from revenues generated by the state highway users tax, a small share of the state sales tax which is, by law, allocated to a countywide local transportation fund, federal and state aid for specific road improvements and reimbursable projects from other agencies. The program also includes facilities development fees and one-half cent sales tax passed in November 1990 as Measure I, which are accounted for in separate budget units.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Requirements	43,173,441	59,289,203	42,024,558	70,485,718
Total Financing Sources	45,685,271	43,294,639	42,797,170	52,112,083
Fund Balance	16,767,176	15,994,564		18,373,635
Budgeted Staffing		364.9		357.7
<b><u>Workload Indicators</u></b>				
Maintained road miles	2,830	2,829	2,834	2,834

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended in 2002-03 has been re-appropriated for 2003-04.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGE**

Budgeted staffing for 2003-04 has been decreased by a net of 7.2 positions resulting from the deletion of the following 11.6 positions: 2.0 vacant Engineering Technician II's, 1.0 vacant Public Works Engineer III, 1.0 Public Service Employee, and the equivalent of 7.6 budgeted staff in overtime. These decreases, which are the result of a projected \$3.0 million loss of Traffic Congestion Relief Funds, are partially offset by the following 4.4 increases in staff: 1.0 Clerk III is needed to support the Department's front office personnel, 1.0 Public Works Engineer II to assist in Long-Term Program Planning, 1.0 Maintenance Construction Worker II to keep up with current workload demands at various county road yards, 0.9 contract employees (0.5 Contract Project Senior Inspector and 0.4 Contract Construction Project Manager) to assist the department with the high volume of construction projects anticipated in 2003-04, and 0.5 for the Caltrans Study Team assigned to the High Desert Corridor Project.

##### **OTHER CHANGES**

The Department's 2003-04 budget includes \$6.0 million in appropriations for construction of the Valley Boulevard at Pepper Street Interchange Reconstruction Project in Colton.

# PUBLIC WORKS

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Road Operations Consolidated  
FUND: Special Revenue SAA SVJ SVK SVL SVM

FUNCTION: Public Ways/Facilities  
ACTIVITY: Public Ways

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	19,296,428	21,073,133	23,004,162	(254,221)	22,749,941
Services and Supplies	19,689,169	38,276,381	38,276,381	12,620,514	50,896,895
Central Computer	144,783	144,848	104,836	-	104,836
Other Charges	245,913	760,400	760,400	464,100	1,224,500
Land	-	250,000	250,000	-	250,000
Structures & Imprmts	55,618	371,000	371,000	(209,000)	162,000
Equipment	1,916,320	2,245,500	2,245,500	707,500	2,953,000
Transfers	2,222,049	2,360,702	2,367,027	(417,356)	1,949,671
Total Exp Authority	43,570,280	65,481,964	67,379,306	12,911,537	80,290,843
Reimbursements	(3,045,722)	(7,692,761)	(7,692,761)	(4,112,364)	(11,805,125)
Total Appropriation	40,524,558	57,789,203	59,686,545	8,799,173	68,485,718
Operating Transfer Out	1,500,000	1,500,000	1,500,000	500,000	2,000,000
Total Requirements	42,024,558	59,289,203	61,186,545	9,299,173	70,485,718
<b>Revenue</b>					
License & Permits	227,461	175,000	175,000	50,000	225,000
Use of Money & Prop	744,888	450,000	450,000	225,000	675,000
Current Services	1,541,104	3,530,921	3,530,921	(2,297,621)	1,233,300
State, Fed or Gov't Aid	32,104,839	37,502,658	39,400,000	2,477,783	41,877,783
Other Revenue	635,796	136,060	136,060	(35,060)	101,000
Total Revenue	35,254,088	41,794,639	43,691,981	420,102	44,112,083
Operating Transfer In	7,543,082	1,500,000	1,500,000	6,500,000	8,000,000
Total Financing Sources	42,797,170	43,294,639	45,191,981	6,920,102	52,112,083
Fund Balance		15,994,564	15,994,564	2,379,071	18,373,635
Budgeted Staffing		364.9	364.9	(7.2)	357.7

<b>Total Changes Included in Board Approved Base Budget</b>		
Salaries and Benefits	621,086	MOU.
	1,017,752	Retirement.
	292,191	Risk Management Workers' Comp.
	<u>1,931,029</u>	
Central Computer	<u>(40,012)</u>	
Transfers	<u>6,325</u>	Increase in EHAP charges.
<b>Revenue</b>		
State, Fed or Gov't Aid	<u>1,897,342</u>	Revenue necessary to offset above costs.

Total Requirements Change	1,897,342
Total Financing Sources Change	1,897,342
Total Fund Balance Change	-
Total 2002-03 Requirements	59,289,203
Total 2002-03 Financing Sources	43,294,639
Total 2002-03 Fund Balance	15,994,564
Total Base Budget Requirements	61,186,545
Total Base Budget Financing Sources	45,191,981
Total Base Budget Fund Balance	15,994,564

## PUBLIC WORKS

Board Approved Changes to Base Budget		
Salaries and Benefits	(254,221)	Reduction related to net decrease of 7.2 positions (\$415,153) partially offset by step increases totaling \$160,932.
Services and Supplies	6,000,000	Construction of the Valley Boulevard at Pepper Street interchange.
	686,327	Net increase in various other construction projects anticipated for the year.
	1,291,764	Increase in equipment distribution based on increased rental and depreciations costs for vehicles.
	324,492	Increased system development charges from ISD for a new Job Cost Accounting System.
	193,638	
	864,357	Increase in software primarily due to purchase of project management and maintenance activity software.
	67,539	Increase in vehicle services and warehouse purchases for road projects, vehicle maintenance, etc.
	(214,900)	Increase in COWCAP charges.
	3,407,297	Decrease in utilities due to lower energy costs and installation of cost saving lighting.
		Increase in professional services due to additional fund balance available.
	12,620,514	
Land	464,100	Increase in anticipated right of way purchases for 2003-04 road projects.
Structures/Imprmts	(209,000)	Decrease in requests for 2003-04. Included are requests for building security improvements, relocation of offices, and yard maintenance projects.
Equipment	707,500	Increase due to purchase of 6 motorgraders for \$1,380,000 needed to replace aging equipment, while other equipment requests have reduced by \$672,500.
Transfers	(417,356)	Decrease due to contribution to Measure I Rock Springs Road project completed in 2002-03.
Reimbursements	(4,112,364)	Increase due to funds from the San Sevaine RDA (\$3 million) are now in this category rather than shown under revenue (current services). Also, an additional \$1.1 million is anticipated from the Measure I fund to finance various projects.
Total Appropriation	8,799,173	
Operating Transfer Out	500,000	Increase for equipment purchases in 2003-04.
Total Requirements	9,299,173	
Revenue		
License & Permits	50,000	Increase based on current year estimate amounts.
Use of Money & Prop	225,000	Increase in interest based on additional cash in interest bearing account.
Current Services	(2,297,621)	Decrease due to \$3 million from the San Sevaine RDA being reclassified to reimbursements, partially offset by a \$700,000 increase for a number of joint projects with cities.
State, Fed or Gov't Aid	2,477,783	Increase in federal funds for projects completed in 2002-03 and commencing in 2003-04 (\$5.5 million), partially offset by a \$3 million reduction in State Traffic Congestion Relief Funds.
Other Revenue	(35,060)	Reduced sales from fixed assets.
Total Revenue	420,102	
Operating Transfer In	6,500,000	Increase for equipment purchases in 2003-04 (\$500,000) and revenue from the Capital Improvement fund for Valley Boulevard at Pepper Street Project (\$6,000,000).
Total Financing Sources	6,920,102	
Fund Balance	2,379,071	

## PUBLIC WORKS

### BUDGET UNIT: CALTRANS CONTRACT (SVB TRA)

#### I. GENERAL PROGRAM STATEMENT

This budget reflects a cooperative agreement between the county's Public Works Department and the California Department of Transportation (Caltrans). This separate fund allows for the coordination and administration of consultant engineering contracts in support of Caltrans projects. Currently, two major projects are budgeted. The first is a feasibility study for truck lanes on the Interstate 15 and 40 freeways. The second is a preliminary design study for widening Interstate 15 from Victorville to Barstow. Both are multi-year projects receiving federal pass through funding from Caltrans. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	174,997	288,100	78,902	146,718
Total Revenue	13,967	415,487	54,821	298,186
Fund Balance		(127,387)		(151,468)

Actual expenditures for 2002-03 were significantly less than budget due to staff assigned to the Caltrans Contract working on other departmental projects for a considerable portion of the year. Similarly, revenues from Caltrans were also less than projected.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Public Ways/Fac		
DEPARTMENT: Public Works - CalTRANS Contract			ACTIVITY: Public Ways		
FUND: Special Revenue SVB TRA					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Services and Supplies	11,434	38,100	38,100	8,618	46,718
Transfers	67,468	250,000	250,000	(150,000)	100,000
Total Appropriation	78,902	288,100	288,100	(141,382)	146,718
<b><u>Revenue</u></b>					
Use of Money & Prop	4,833	5,000	5,000	686	5,686
State, Fed or Gov't Aid	49,988	410,487	410,487	(117,987)	292,500
Total Revenue	54,821	415,487	415,487	(117,301)	298,186
Fund Balance		(127,387)	(127,387)	(24,081)	(151,468)
<b>Board Approved Changes to Base Budget</b>					
Services and Supplies	8,618	Increase based on anticipated use of outside professional services.			
Transfers	(150,000)	Decrease based on less anticipated work left to complete the projects.			
Total Appropriation	(141,382)				
<b>Revenue</b>					
Use of Money & Prop	686	Increase in interest based on 2002-03 estimates.			
State, Fed or Govt Aid	(117,987)	Decrease in federal reimbursement resulting from less work now anticipated to complete the projects.			
Total Revenue	(117,301)				
Fund Balance	(24,081)				

## PUBLIC WORKS

### BUDGET UNIT: ETIWANDA INTERCHANGE IMPROVEMENT (SVE TRA)

#### I. GENERAL PROGRAM STATEMENT

This budget was established to separately account for a cooperative agreement (approved by the Board during 2001-02) between the county's Public Works Department, the California Department of Transportation (Caltrans), and the Catellus Corporation for redesign of the Etiwanda Boulevard at I-10 interchange. This project is being designed and constructed in three Phases, Phase I is the realignment of Valley Boulevard, Phase II is the reconstruction of the Etiwanda at I-10 interchange, and Phase III is the landscaping of the project. Phase I and Phase II are virtually complete. Phase III will begin in 2003-04. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	16,858,156	1,477,489	1,022,666	1,180,000
Total Revenue	9,821,321	8,504,313	7,022,981	2,125,085
Fund Balance		(7,026,824)		(945,085)

Actual expenditures for 2002-03 were approximately \$450,000 less than budget. This is mainly the result of work on Phase III being delayed until 2003-04, in addition to costs for Phase I and Phase II being less than projected. Correspondingly, revenues in the form of reimbursements from Caltrans and the Catellus Corporation for work completed are under budget as well.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Etiwanda Interchange Improvements  
FUND: Special Revenue SVE TRA

FUNCTION: Public Ways/Facilities  
ACTIVITY: Public Ways

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Services and Supplies	976,009	997,489	997,489	102,511	1,100,000
Other Charges	-	20,000	20,000	(15,000)	5,000
Transfers	46,657	460,000	460,000	(385,000)	75,000
Total Appropriation	1,022,666	1,477,489	1,477,489	(297,489)	1,180,000
<b><u>Revenue</u></b>					
Use of Money & Prop	20,182	2,500	2,500	1,500	4,000
State, Fed or Gov't Aid	5,038,065	7,991,813	7,991,813	(5,895,728)	2,096,085
Other Revenue	1,964,734	510,000	510,000	(485,000)	25,000
Total Revenue	7,022,981	8,504,313	8,504,313	(6,379,228)	2,125,085
Fund Balance		(7,026,824)	(7,026,824)	6,081,739	(945,085)

Board Approved Changes to Base Budget		
Services and Supplies	102,511	Increase for Phase III of the project.
Other Charges	(15,000)	Decrease in anticipated right of way needs.
Transfers	(385,000)	Decrease in reimbursements to road fund for staff assigned to this project.
Total Appropriation	(297,489)	
<b>Revenue</b>		
Use of Money & Prop	1,500	Increase in interest revenue earned on the fund's cash balance.
State, Fed or Gov't Aid	(5,895,728)	Decrease in reimbursements from the state based on work completed in 2002-03.
Other Revenue	(485,000)	Decrease in reimbursements from Catellus based on construction completed in 2002-03.
Total Revenue	(6,379,228)	
Fund Balance	6,081,739	

## PUBLIC WORKS

### BUDGET UNIT: HIGH DESERT CORRIDOR PROJECT (SWL TRA)

#### I. GENERAL PROGRAM STATEMENT

In 2000-01, the Board of Supervisors approved a cooperative agreement between the County, the City of Victorville, and the Town of Apple Valley. This agreement allows for the beginning of environmental studies and preliminary engineering for an east/west high desert corridor. This corridor will be north of Victorville from Highway 395 through the Town of Apple Valley. In accordance with the cooperative agreement, the city and the town will reimburse the county for all costs related to this project. This budget unit was established to separately account for expenditures and revenues related to this project. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	-	648,400	326,496	967,769
Total Revenue	201,943	446,457	320,097	772,225
Fund Balance		201,943		195,544

Initial coordination between the City of Victorville and Caltrans resulted in delaying the start of this project. This delay resulted in less than anticipated expenditures and revenues for 2002-03.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services DEPARTMENT: Public Works - High Desert corridor FUND: Special Revenue SWL TRA			FUNCTION: Public Ways/Facilities ACTIVITY: Public Ways		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Services and Supplies	24,709	30,400	30,400	337,369	367,769
Transfers	301,787	618,000	618,000	(18,000)	600,000
Total Appropriation	326,496	648,400	648,400	319,369	967,769
<b><u>Revenue</u></b>					
Use of Money & Prop	4,861	8,000	8,000	(4,400)	3,600
State, Fed or Gov't Aid	315,236	438,457	438,457	330,168	768,625
Total Revenue	320,097	446,457	446,457	325,768	772,225
Fund Balance		201,943	201,943	(6,399)	195,544

##### **Board Approved Changes to Base Budget**

Services and Supplies	337,369	Increase in anticipated use of outside professional services for High Desert Corridor Project.
Transfers	(18,000)	Decrease in anticipated labor for High Desert Corridor Project.
Total Appropriation	319,369	
Revenue		
Use of Money & Prop	(4,400)	Decrease in interest based on less fund balance.
State, Fed or Gov't Aid	330,168	Increase in reimbursements from the City of Victorville to offset the costs of this project.
Total Revenue	325,768	
Fund Balance	(6,399)	

## PUBLIC WORKS

**BUDGET UNIT: DEVELOPMENT PROJECTS (SWB, SWD, SWG, SWJ, SWM, SWN, SWO, SWQ, SWX, SXP, SXQ)**

### I. GENERAL PROGRAM STATEMENT

The transportation facilities development fee funds are established by county ordinance to collect fees on new construction in the areas of Big Bear, Helendale/Oro Grande, Rancho Cucamonga, Yucaipa, High Desert, Oak Hills, Oak Glen, and Southeast Apple Valley. These fees provide funds for construction of roads in the established fee area that will ultimately be incorporated into the county road system. Funds must be spent in the area in which they are collected. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>
Total Appropriation	202,394	3,131,112	172,555	3,897,444
Total Revenue	571,893	631,421	790,565	779,743
Fund Balance		2,499,691		3,117,701

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended in 2002-03 has been re-appropriated for 2003-04.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

#### PROGRAM CHANGES

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Public Ways/Facilities</b>		
<b>DEPARTMENT: Public Works - Development Projects</b>			<b>ACTIVITY: Public Ways</b>		
<b>FUND: Special Revenue SWB, SWD, SWJ, SWM, SWN SWO, SWQ, SWX, SXP</b>					
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Services and Supplies	104,571	2,915,883	2,915,883	299,661	3,215,544
Other Charges	-	-	-	145,000	145,000
Transfers	67,984	380,229	380,229	156,671	536,900
Total Expen Authority	172,555	3,296,112	3,296,112	601,332	3,897,444
Reimbursements	-	(165,000)	(165,000)	165,000	-
Total Appropriation	172,555	3,131,112	3,131,112	766,332	3,897,444
<b><u>Revenue</u></b>					
Use of Money & Prop	83,129	113,275	113,275	(23,715)	89,560
Current Services	707,436	518,146	518,146	172,037	690,183
Total Revenue	790,565	631,421	631,421	148,322	779,743
Fund Balance		2,499,691	2,499,691	618,010	3,117,701
<b>Board Approved Changes to Base Budget</b>					
Services and Supplies	<u>299,661</u>	Increase based on current construction program.			
Other Charges	<u>145,000</u>	Increase based on anticipated Right of Way needs for current construction program.			
Transfers	<u>156,671</u>	Increase based on anticipated labor for 2003-04.			
Reimbursements	<u>165,000</u>	Decrease due to completion of prior year projects financed by Measure I Funds.			
Total Appropriation	<u>766,332</u>				
Revenue					
Use of Money & Prop	<u>(23,715)</u>	Decrease in interest based on 2002-03 estimates.			
Current Services	<u>172,037</u>	Increase due to development in Summit Valley, Oak Hills (Zones A & B), and High Desert.			
Total Revenue	<u>148,322</u>				
Fund Balance	<u>618,010</u>				



## PUBLIC WORKS

**BUDGET UNIT: MEASURE I FUNDS (RRR, RRS, RRT, RRU, RRV, RWR, RWS, RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW)**

### I. GENERAL PROGRAM STATEMENT

Measure I was approved by the voters in November 1989, to provide funds for transit support, congestion relief, and safety improvements to roads. The primary source of funds is from a countywide one-half percent sales tax. Budget units were established for Measure I to separately manage the funds collected. The county is divided into six subareas: Barstow, Morongo, mountains, Needles, Victor Valley, and San Bernardino Valley. Funds must be spent in the subarea in which they are collected. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	6,407,657	25,400,625	12,685,302	19,715,714
Total Revenue	6,890,612	9,182,484	7,218,362	8,793,864
Fund Balance		16,218,141		10,921,850

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended in 2002-03 has been re-appropriated for 2003-04. The 2002-03 actual revenues were approximately \$2.0 million less than anticipated due to not receiving funds from the City of Fontana for their participation in the Slover Avenue Project. This Project, previously scheduled for construction in 2002-03, is now expected to commence during the fall of 2003. The Department will receive the \$2.0 million from the City at that time.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### PROGRAM CHANGES

None.

**GROUP: Economic Development/Public Services**

**FUNCTION: Public Ways/Facilities**

**DEPARTMENT: Public Works - Measure I Funds**

**ACTIVITY: Transportation System**

**FUND: Special Revenue - RRR, RRS, RRT, RRV, RWR, RWS**

**RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW**

	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Services and Supplies	12,523,968	22,669,528	22,669,528	(6,032,789)	16,636,739
Other Charges	2,310	304,500	304,500	(85,500)	219,000
Transfers	1,584,024	3,601,597	3,601,597	(641,622)	2,959,975
Total Exp Authority	14,110,302	26,575,625	26,575,625	(6,759,911)	19,815,714
Reimbursements	(1,425,000)	(1,175,000)	(1,175,000)	1,075,000	(100,000)
Total Appropriation	12,685,302	25,400,625	25,400,625	(5,684,911)	19,715,714
<b><u>Revenue</u></b>					
Taxes	5,912,077	5,444,609	5,444,609	341,813	5,786,422
Use of Money & Prop	476,082	690,875	690,875	(391,433)	299,442
Current Services	161,766	2,297,000	2,297,000	(50,000)	2,247,000
State, Fed or Gov't Aid	557,010	750,000	750,000	(290,000)	460,000
Other Revenue	111,427	-	-	1,000	1,000
Total Revenue	7,218,362	9,182,484	9,182,484	(388,620)	8,793,864
Fund Balance		16,218,141	16,218,141	(5,296,291)	10,921,850

## PUBLIC WORKS

### Board Approved Changes to Base Budget

Services and Supplies	(6,032,789)	Decrease primarily due to the completion of various larger projects including: Rock Springs Road realignment, Beekley Road signal and paving, and overlays on Irwin Road, Maple Lane and North Bay Road.
Other Charges	(85,500)	Decrease because less right of way needs are anticipated in 2003-04.
Transfers	(641,622)	Decrease in transfers due to \$357,522 less in anticipated salary and labor costs for projects in 2003-04. Also, decrease of approximately \$300,000 from other funds for their participation in various projects which were completed in 2002-03.
Reimbursements	1,075,000	Decrease in anticipated reimbursements due to the completion of Rock Springs Road and Beekley Road.
Total Appropriation	(5,684,911)	
Revenue		
Taxes	341,813	Increase based on half-cent sales tax revenue projections.
Use of Money & Prop	(391,433)	Reduction in interest revenues due to a significant decrease in cash balances because of the completion of various projects.
Current Services	(50,000)	Reduced revenues from local agencies due to fewer participation projects.
State, Fed or Gov't Aid	(290,000)	Decrease in state aid primarily because of the completion of Beekley Road.
Other Revenue	1,000	Revenues anticipated from sales of plans and specifications for projects being advertised.
Total Revenue	(388,620)	
Fund Balance	(5,296,291)	

## PUBLIC WORKS

### SOLID WASTE MANAGEMENT SUMMARY

	2003-04				
	Operating Expense	Financing Sources	Revenue Over/(Under)	Fixed Assets	Staffing
Operations	46,985,412	46,015,356	(970,056)	-	74.4
Site Closure/Maintenance	10,806,246	10,059,246	(747,000)	8,694,365	-
Site Enhancement/Expand	3,806,788	8,204,667	4,397,879	9,686,116	-
Groundwater Remediation	3,422,934	9,283,976	5,861,042	5,861,042	-
Environmental Mitigation	2,003,000	2,095,595	92,595	100,000	-
<b>TOTAL</b>	<b>67,024,380</b>	<b>75,658,840</b>	<b>8,634,460</b>	<b>24,341,523</b>	<b>74.4</b>

**BUDGET UNIT: SOLID WASTE MANAGEMENT OPERATIONS (EAA SWM)  
RECYCLING PROGRAMS (EWE SWM)  
FINANCIAL ASSURANCE (EAN SWM)  
WASTE CHARACTERIZATION (EWC SWM)**

#### I. GENERAL PROGRAM STATEMENT

The Solid Waste Management Division (SWMD) is responsible for the operation and management of the County of San Bernardino's solid waste disposal system, which consists of 6 regional landfills, 8 transfer stations, oversight and/or post-closure maintenance at 28 inactive or closed landfills and waste disposal sites throughout the County. SWMD provides scale operations and maintenance; accounts payable/receivable; engineering, design, and construction management; and education and waste diversion. SWMD provides oversight, direction, guidance and control of the contractor, Burrtec Waste Industries, Inc. (Burrtec), for the daily operations of the county's active landfills, transfer stations, and maintenance of the inactive and closed landfills. In its contract administrative role, SWMD provides both general and specific direction to Burrtec in implementing county policies and procedures pertaining to the operations of the county's solid waste system. SWMD also monitors Burrtec's performance under the contract. SWMD maintains direct coordination with all regulatory agencies and liaison activities with customers, including cities, refuse haulers, and citizens. SWMD receives state and federal grant monies, county and private industry matching funds to be used to further the education and outreach for waste reduction, reuse and recycling programs. In addition, SWMD is funding a waste characterization study analyzing the unincorporated waste stream material type, source, and location.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	38,394,270	42,323,884	42,272,333	46,985,412
Total Financing Sources	40,154,555	43,827,202	49,767,433	46,015,356
Revenue Over/(Under) Exp	1,760,285	1,503,318	7,495,100	(970,056)
Budgeted Staffing		62.3		74.4
Fixed Assets	17,512	223,965	265,067	-
<b>Workload Indicators</b>				
Total Tonnage Landfilled	1,142,707	1,313,700	1,484,693	1,432,600
Active Facilities	14	14	14	14
Inactive Facilities	28	28	28	28

Total financing sources for 2002-03 were \$5,940,231 greater than budget because of the Board-approved \$6.3 million transfer of NORCAL settlement funds to SWMD. These funds will be used in 2003-04 and subsequent years to finance the cost of several projects including the perchlorate investigation at the Mid-Valley Landfill.

The Workload Indicator for total tonnage has been increased by 118,900 tons in 2003-04 to reflect the following: an additional 75,000 tons of Article 19 waste (in accordance with Article 19 of Contract No. 01-237, Burrtec can deliver between 250,000 and 300,000 tons/year of in-county solid waste that is not currently being conveyed into the County disposal system) and an additional 43,900 tons resulting from franchise service growth and increased populations.

## PUBLIC WORKS

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

Budgeted staffing in 2003-04 has been increased by 12.1 positions. Included in this increase is a Board approved mid-year adjustment to add 8.0 Equipment Operators to respond to the bark beetle infestation. The remaining increase of 4.1 positions is comprised of the following: 1.0 Recycling Specialist to assist with the Source Reduction and Recycling Element of AB 939 for the purpose of increasing the current 43% diversion credit up to the state mandated 50%, 1.0 Scale Operator to support existing staff with increased workload demands anticipated in 2003-04 at the various landfills and transfer stations, 1.0 Planner III to provide assistance for groundwater monitoring and landfill gas programs, as well as to assist SWMD with short term projects such as the bark beetle infestation and the perchlorate investigation, 1.0 Staff Analyst II to perform long range financial planning including exploring grant opportunities and seeking new markets to increase SWMD's revenue base, and 0.1 for additional overtime costs.

#### **PROGRAM CHANGES**

SWMD has implemented a television and computer monitor (CRT) collection program at the landfills and transfer stations for third party processing. This program is a proposed solution to the Department of Toxic Substance Control's ban on television and computer monitor disposal at Class III landfills. SWMD has estimated the collection of approximately 7,200 televisions and computer monitors at a processing cost of \$20/unit for an annual expense of \$144,000. The CRT program costs are expected to be funded by redirecting \$72,000 from the Education and Outreach Committee funds and \$72,000 to be generated from a new \$10.00 fee approved by the Board.

In addition to the new CRT fee, the Board approved a \$1.04/ton increase to the ordinary refuse fee, from \$33.52/ton to \$34.56/ton. This increase is expected to produce an additional \$400,000 in revenue per year.

SWMD's 2003-04 budget also reflects the impact of changes in accordance with contractual agreements with the fifteen Waste Delivery Agreement (WDA) cities. For 2003-04, the WDA refuse fee has been increased by \$1.10/ton for inflationary costs, which is expected to produce an additional \$600,000 in annual revenue for SWMD.

GROUP: Economic Development/Public Services DEPARTMENT: Public Works - Solid Waste Operations & Recycling Program FUND: EAA SWM, EWE SWM			FUNCTION: Health and Sanitation ACTIVITY: Sanitation		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	3,396,118	3,427,618	4,224,267	502,310	4,726,577
Services and Supplies	25,938,992	26,189,996	26,501,996	2,543,550	29,045,546
Central Computer	28,878	28,878	20,665	-	20,665
Other Charges	5,300,158	6,707,282	6,707,282	1,200,419	7,907,701
Transfers	221,786	184,000	184,000	100,923	284,923
Total Appropriations	34,885,932	36,537,774	37,638,210	4,347,202	41,985,412
Operating Transfers Out	7,386,401	5,786,110	5,786,110	(786,110)	5,000,000
Total Operating Expenses	42,272,333	42,323,884	43,424,320	3,561,092	46,985,412
<b><u>Revenue</u></b>					
Licenses & Permits	1,065,898	770,000	770,000	130,000	900,000
Taxes	7,129,352	6,890,500	6,890,500	273,936	7,164,436
Use of Money & Prop	259,310	162,000	162,000	84,679	246,679
State, Fed or Gov't Aid	624,352	-	779,790	-	779,790
Current Services	34,018,337	34,237,586	34,558,232	2,227,905	36,786,137
Other Revenue	76,345	1,767,116	1,767,116	(1,756,802)	10,314
Total Revenue	43,173,594	43,827,202	44,927,638	959,718	45,887,356
Operating Transfers In	6,593,839	-	-	128,000	128,000
Total Financing Sources	49,767,433	43,827,202	44,927,638	1,087,718	46,015,356
Revenue Over/(Under) Exp	7,495,100	1,503,318	1,503,318	(2,473,374)	(970,056)
Budgeted Staffing		62.3	70.3	4.1	74.4
<b><u>Fixed Asset Exp</u></b>					
Improvement to Land	-	15,200	15,000	(15,000)	-
Equipment	265,067	208,965	208,965	(208,965)	-
Total Fixed Asset Exp	265,067	224,165	223,965	(223,965)	-

## PUBLIC WORKS

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	99,093	MOU.
	42,860	Retirement.
	186,906	Risk Management Workers Comp.
	467,790	(Addition of 4.0 Equipment Operator III's and 4.0 Equipment Operator II's in accordance with Board action on April 8, 2003 to respond to the bark beetle infestation.
	<u>796,649</u>	
Services and Supplies	<u>312,000</u>	Amount approved by the Board on April 8, 2003 for bin hauling services for wood waste and slash/debris removal in relation to the bark beetle infestation.
Central Computer	<u>(8,213)</u>	
<b>Revenue</b>		
Current Services	<u>320,646</u>	Additional revenue to offset the above cost increases.
State, Fed or Gov't Aid	<u>779,790</u>	FEMA grant to fund the above bark beetle related costs.
Total Operating Expense	1,100,436	
Total Financing Sources Change	1,100,436	
Total Revenue Over/(Under) Exp	-	
Total 2002-03 Operating Expense	42,323,884	
Total 2002-03 Financing Sources	43,827,202	
Total 2002-03 Rev Over/(Under) Exp	1,503,318	
Total Base Budget Operating Exp	43,424,320	
Total Base Budget Financing Sources	44,927,638	
Total Base Rev Over/(Under) Exp	1,503,318	

## PUBLIC WORKS

Board Approved Changes to Base Budget		
Salaries and Benefits	267,310	Increased amount for the addition of 4.1 positions (1.0 Recycling Specialist, 1.0 Scale Operator, 1.0 Planner III, 1.0 Staff Analyst II, and 0.1 in overtime).
	157,500	Additional amount needed for step increases.
	77,500	Increase in reimbursements to other departments for direct salary charges.
	<u>502,310</u>	
Services and Supplies	1,078,060	Increased amount to Burrtec in 2003-04 for additional standard tonnage, excess tonnage, inflation, and incentive payment.
	735,552	Additional amount for design and management of capital projects for closed landfills and corrective actions.
	300,000	For Waste Characterization and Refuse Rate Study.
	150,000	Perchlorate investigation legal fees.
	50,000	Design of septic pond at the Landers Landfill.
	72,000	Increase for television and computer monitor disposition program at landfills and transfer stations.
	(81,810)	Reduction in special departmental expenses resulting in work now being done in-house.
	(150,000)	Less appropriations in 2003-04 due to office remodeling being completed in prior year.
	(82,028)	Reductions to a variety of other accounts.
	471,776	Additional appropriations as a result of increased revenues from Board approved fee adjustments.
	<u>2,543,550</u>	
Other Charges	1,200,419	Increase primarily due to the amount of additional Article 19 revenues that are being transferred to other SWMD funds for payment to WDA cities.
Transfers	100,923	Increased costs for ED/PSG charges, PWG payroll charges, and EHAP charges.
Total Appropriation	<u>4,347,202</u>	
Operating Transfers Out	(786,110)	Reduction mainly due to decreased operating transfers to other SWMD funds for capital project design work.
Total Operating Expenses	<u>3,561,092</u>	
Revenue		
Licenses & Permits	130,000	Increased franchise and permit fees based on additional tonnage and inflation.
Taxes	273,936	Increased interest and penalties on delinquent taxes.
Use of Money & Prop	84,679	Increased interest revenue based on greater cash balance.
Current Services	1,756,129	Increase based on additional anticipated tonnage (including Article 19 tonnage), and inflationary increases for contracts with WDA cities.
	471,776	Additional revenue from Board approved fee increases.
	<u>2,227,905</u>	
Other Revenue	(1,756,802)	Prior year revenues are not being rebudgeted in 2003-04.
Total Revenue	<u>959,718</u>	
Operating Transfers In	128,000	Increase in transfers from other SWMD Funds is anticipated in 2003-04.
Total Financing Sources	<u>1,087,718</u>	
Revenue Over/(Under) Exp	<u>(2,473,374)</u>	
Fixed Asset Exp		
Improvement to Land	(15,000)	Delete funding. No scale house improvements or weather stations budgeted.
Equipment	(208,965)	Delete funding. No equipment items budgeted.
Total Fixed Asset Exp	<u>(223,965)</u>	

## PUBLIC WORKS

### BUDGET UNIT: SOLID WASTE MANAGEMENT – SITE CLOSURE AND MAINTENANCE (EAB SWM)

#### I. GENERAL PROGRAM STATEMENT

The Site Closure and Maintenance Fund includes expenses and revenues for planning, permitting, construction, and design activities related to the closure of county landfill operations. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Operating Expense	(11,314)	939,285	4,688,406	10,806,246
Total Financing Sources	6,234,267	8,355,325	5,670,418	10,059,246
Revenue Over/(Under) Exp	6,245,581	7,416,040	982,012	(747,000)
Fixed Assets	733,761	6,821,864	7,000	8,694,365

Total Operating Expenses for 2002-03 were approximately \$3.7 million greater than budget primarily due to increased operating transfers to SWMD's Site Expansion Fund. Total Financing Sources were \$2.7 million less than budget resulting from not receiving anticipated revenues from the prior year. Actual expenditures for fixed assets were \$6.8 million less than budget resulting from various capital improvement projects not being completed during the year; consequently, appropriations for these projects have been carried over to 2003-04.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachment for detailed changes)

##### PROGRAM CHANGES

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Health &amp; Sanitation</b>		
<b>DEPARTMENT: Public Works - Solid Waste Site Closure &amp; Maint</b>			<b>ACTIVITY: Sanitation</b>		
<b>FUND: Enterprise EAB SWM</b>					
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Services and Supplies	198,387	939,285	939,285	594,027	1,533,312
Total Appropriation	198,387	939,285	939,285	594,027	1,533,312
Operating Transfer Out	4,490,019	-	-	9,272,934	9,272,934
Total Operating Expense	4,688,406	939,285	939,285	9,866,961	10,806,246
<b><u>Revenue</u></b>					
Use of Money & Prop	127,876	180,000	180,000	(41,848)	138,152
Taxes	-	9,500	9,500	-	9,500
Current Services	128,023	108,000	108,000	(3,000)	105,000
Other Revenue	-	3,742,389	3,742,389	(3,742,389)	-
Total Revenue	255,899	4,039,889	4,039,889	(3,787,237)	252,652
Operating Transfers In	5,414,519	4,315,436	4,315,436	5,491,158	9,806,594
Total Financing Sources	5,670,418	8,355,325	8,355,325	1,703,921	10,059,246
Total Rev Over/(Under) Exp	982,012	7,416,040	7,416,040	(8,163,040)	(747,000)
<b><u>Fixed Asset Exp</u></b>					
Improvements to Land	7,000	6,821,864	6,821,864	1,872,501	8,694,365
Total Fixed Asset Exp	7,000	6,821,864	6,821,864	1,872,501	8,694,365

## PUBLIC WORKS

Board Approved Changes to Base Budget		
Services and Supplies	<u>594,027</u>	Increase in professional services is anticipated due to a carry-over of projects.
Total Operating Expense	<u>594,027</u>	
Operating Transfer Out	<u>9,272,934</u>	Additional bond proceeds to Expansion/Acquisition fund (EAC).
Total Requirements	<u>9,866,961</u>	
Revenue		
Use of Money and Prop	<u>(41,848)</u>	Decrease in interest on daily average bank balance.
Current Services	<u>(3,000)</u>	Decrease based on 2002-03 estimates.
Other Revenue	<u>(3,742,389)</u>	Decrease is a result of prior year revenues not being re-budgeted in 2003-04.
Total Revenue	<u>(3,787,237)</u>	
Operating Transfers In	<u>5,491,158</u>	Bond proceeds to be received to fund projects in 2003-04.
Total Financing Sources	<u>1,703,921</u>	
Revenue Over/(Under) Exp.	<u>(8,163,040)</u>	
Structures/Improvmts	<u>1,872,501</u>	Increase in closure construction is anticipated due to new projects.



## PUBLIC WORKS

### BUDGET UNIT: SOLID WASTE MANAGEMENT – SITE ENHANCEMENT, EXPANSION & ACQUISITION (EAC SWM)

#### I. GENERAL PROGRAM STATEMENT

The Site Enhancement, Expansion, and Acquisition Fund includes expenses and revenues for planning, permitting, construction, and design activities related to the expansion and/or enhancement of county landfill and transfer station operations. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Operating Expense	906,398	3,033,798	896,163	3,806,788
Total Financing Sources	5,648,791	5,246,861	8,422,779	8,204,667
Revenue Over/(Under) Exp	4,742,393	2,213,063	7,526,616	4,397,879
Fixed Assets	1,423,631	2,213,063	1,001,641	9,686,116

Total Operating Expenses and Fixed Assets were \$2.1 million and \$1.2 million less than budget, respectively. This savings is primarily the result of two projects (Mid-Valley Landfill Expansion and Alder Avenue Improvements) not commencing as scheduled. The appropriations for these projects have been carried over to the 2003-04 budget. Total Financing Sources were \$3.2 million greater than budget due to increased operating transfers from SWMD's Site Closure and Maintenance Fund.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachment for detailed changes)

##### PROGRAM CHANGES

None

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Health &amp; Sanitation</b>		
<b>DEPARTMENT: Public Works - Solid Waste Site Enhancement</b>			<b>ACTIVITY: Sanitation</b>		
<b>FUND: Enterprise EAC SWM</b>					
	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Services and Supplies	896,163	3,033,798	3,033,798	(99,604)	2,934,194
Total Appropriation	896,163	3,033,798	3,033,798	(99,604)	2,934,194
Operating Transfer Out	-	-	-	872,594	872,594
Total Operating Expense	896,163	3,033,798	3,033,798	772,990	3,806,788
<b><u>Revenue</u></b>					
Use of Money & Prop	97,640	15,000	15,000	102,205	117,205
Current Services	798,263	1,858,500	1,858,500	(1,198,500)	660,000
Other Revenue	-	475,834	475,834	(475,834)	-
Total Revenue	895,903	2,349,334	2,349,334	(1,572,129)	777,205
Operating Transfer In	7,526,876	2,897,527	2,897,527	4,529,935	7,427,462
Total Financing Sources	8,422,779	5,246,861	5,246,861	2,957,806	8,204,667
Revenue Over/(Under) Exp	7,526,616	2,213,063	2,213,063	2,184,816	4,397,879
<b><u>Fixed Asset Exp</u></b>					
Land	-	13,063	13,063	6,937	20,000
Improvement to Land	1,001,641	2,200,000	2,200,000	7,466,116	9,666,116
Total Fixed Asset Exp.	1,001,641	2,213,063	2,213,063	7,473,053	9,686,116

## PUBLIC WORKS

Board Approved Changes to Base Budget		
Services and Supplies	<u>(99,604)</u>	Decrease in professional services for new projects.
Total Appropriation	<u>(99,604)</u>	
Operating Transfer Out	<u>872,594</u>	Return of funds to Site Closure & Maintenance fund (EAB).
Total Operating Expense	<u>772,990</u>	
Revenue		
Use of Money	<u>102,205</u>	Increased interest on daily average bank balance.
Current Services	<u>(1,198,500)</u>	Decrease due to net Article 19 profit being kept in Fund EAA to help fund the payment to the general fund and for special projects.
Other Revenue	<u>(475,834)</u>	Decrease is a result of prior year revenues not being re-budgeted in 2003-04.
Total Revenue	<u>(1,572,129)</u>	
Operating Transfer In	<u>4,529,935</u>	Additional bond reimbursements from Trustee are anticipated in 2003-04.
Total Financing Sources	<u>2,957,806</u>	
Rev Over/(Under) Exp	<u>2,184,816</u>	
Fixed Assets		
Land	<u>6,937</u>	Continuing work with the Bureau of Land Management regarding the Barstow Land Transfer Project.
Structures/Imprmts	<u>7,466,116</u>	Includes additional funding of approximately \$7.3M for Mid-Valley Sanitary Landfill for liner expansion.
Total Fixed Assets	<u>7,473,053</u>	

# PUBLIC WORKS

## BUDGET UNIT: SOLID WASTE MGMT GROUNDWATER REMEDIATION (EAL SWM)

### I. GENERAL PROGRAM STATEMENT

The Groundwater Remediation Fund includes expenses and revenues related to environmental remediation activities at County landfills due to continuing, expanding, or closure type operations. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	2,026,285	3,195,223	2,827,626	3,422,934
Total Financing Sources	3,160,023	4,770,789	4,653,329	9,283,976
Revenue Over/(Under) Exp	1,133,738	1,575,566	1,825,703	5,861,042
Fixed Assets	(266,776)	1,575,566	1,255,358	5,861,042

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

#### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services DEPARTMENT: Public Works - Groundwater Remediation FUND: EAL SWM			FUNCTION: Health & Sanitation ACTIVITY: Sanitation		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Services and Supplies	2,827,626	3,195,223	3,195,223	227,711	3,422,934
Total Operating Expense	2,827,626	3,195,223	3,195,223	227,711	3,422,934
<b><u>Revenue</u></b>					
Use of Money & Prop	2,176	20,000	20,000	(17,891)	2,109
Other Revenue	-	-	-	8,933	8,933
Total Revenue	2,176	20,000	20,000	(8,958)	11,042
Operating Transfers In	4,651,153	4,750,789	4,750,789	4,522,145	9,272,934
Total Financing Sources	4,653,329	4,770,789	4,770,789	4,513,187	9,283,976
Revenue Over/(Under) Exp	1,825,703	1,575,566	1,575,566	4,285,476	5,861,042
<b><u>Fixed Asset Exp</u></b>					
Improvements to Land	1,255,358	1,575,566	1,575,566	4,285,476	5,861,042
Total Fixed Asset Exp	1,255,358	1,575,566	1,575,566	4,285,476	5,861,042
<b>Board Approved Changes to Base Budget</b>					
Services and Supplies	227,711				Increase in professional services related to 2003-04 capital projects.
Total Operating Expense	227,711				
<b>Revenue</b>					
Use of Money and Prop	(17,891)				Decrease in interest on daily average bank balance.
Other Revenue	8,933				Based on 2002-03 estimates.
Total Revenue	(8,958)				
Operating Transfers In	4,522,145				Increase in bond proceeds from EAB Fund to cover increase in cost of capital projects.
Total Financing Sources	4,513,187				
Revenue Over/(Under) Exp.	4,285,476				
<b>Fixed Assets</b>					
Improvements to Land	4,285,476				Increase in capital projects based on additional funding from EAB Fund bond proceeds.
Total Fixed Assets	4,285,476				

## PUBLIC WORKS

### BUDGET UNIT: SOLID WASTE MANAGEMENT – ENVIRONMENTAL MITIGATION FUND (EWD SWM)

#### I. GENERAL PROGRAM STATEMENT

The Environmental Mitigation Fund (EMF) was established to provide separate accountability of that portion of the tipping fee designated as a resource for addressing solid waste facility impacts in local communities. The Board of Supervisors (Board) approved an Environmental Mitigation Fund Use Policy on July 10, 2001. In accordance with that policy, projects or programs must reduce, avoid, or otherwise mitigate impacts arising from the operation and management of a County-owned landfill or transfer station to be eligible for use of EMF monies. Current programs funded through EMF monies are the Household Hazardous Waste (HHW) Program in unincorporated County communities, ongoing since 1993; the Community Clean Up Credit Card program approved by the Board in 1994; and the Community Collection Program. Revenues collected in this fund are also used to make contractual payments to the six cities with a county landfill within its boundary or sphere of influence (Cities). The revenue source for this fund is the gate fee. \$1.00 per ton is collected at the Colton, San Timoteo, Victorville, Barstow and Landers Landfills; \$2.26 per ton is collected at the Mid-Valley Landfill. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Operating Expense	552,849	1,621,000	2,099,039	2,003,000
Total Revenue	3,599,225	1,820,618	2,302,279	2,095,595
Revenue Over/(Under) Exp	3,046,376	199,618	203,240	92,595
Fixed Assets	-	-	-	100,000

Actual operating expenses for 2002-03 were are \$478,039 greater than budget. This overage is the result of payments to cities for the environmental impact of a landfill or transfer station within a city limit (also called Host Community Fees) being greater than anticipated. The excess expenses were offset by additional gate fee revenue generated during the year.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Environmental Mitigation  
FUND: Enterprise fund EWD SWM

FUNCTION: Health & Sanitation  
ACTIVITY: Sanitation

	<b>2002-03 Actuals</b>	<b>2002-03 Approved Budget</b>	<b>2003-04 Board Approved Base Budget</b>	<b>2003-04 Board Approved Changes to Base Budget</b>	<b>2003-04 Final Budget</b>
<b><u>Appropriation</u></b>					
Other Charges	2,099,039	1,621,000	1,621,000	382,000	2,003,000
Total Operating Expense	2,099,039	1,621,000	1,621,000	382,000	2,003,000
<b><u>Revenue</u></b>					
Use of Money & Prop	103,623	-	-	32,775	32,775
Current Services	2,198,656	1,820,618	1,820,618	242,202	2,062,820
Other Revenue	-	-	-	-	-
Total Revenue	2,302,279	1,820,618	1,820,618	274,977	2,095,595
Revenue Over/(Under) Exp	203,240	199,618	199,618	(107,023)	92,595
<b><u>Fixed Asset Exp</u></b>					
Improvement to Land	-	-	-	100,000	100,000
Total Fixed Asset Exp	-	-	-	100,000	100,000

## PUBLIC WORKS

Board Approved Changes to Base Budget		
Other Charges	<u>382,000</u>	Increase in host community fees to cities.
Total Operating Expense	<u>382,000</u>	
Revenue		
Use of Money & Prop	<u>32,775</u>	Increase in interest revenue based on 2002-03 estimates.
Current Services	<u>242,202</u>	Per accounting policy changes, revenue from the tipping fee component for environmental mitigation is now accounted for in this budget unit.
Total Revenue	<u>274,977</u>	
Revenue Over/(Under) Exp	<u>(107,023)</u>	
Fixed Asset Expense		
Structures/Improvements	<u>100,000</u>	Repaving of entry road into the Victorville Sanitary Landfill (special unincorporated area project).
Total Fixed Assets	<u>100,000</u>	

## REGISTRAR OF VOTERS

### OVERVIEW OF BUDGET

DEPARTMENT: REGISTRAR OF VOTERS  
REGISTRAR: SCOTT KONOPASEK  
BUDGET UNIT: AAA ROV

#### I. GENERAL PROGRAM STATEMENT

The Registrar of Voters conducts elections as prescribed by district, city, county, state and federal laws, and regulations. The department is also responsible for registering voters, examining petitions, and maintaining voter records, boundary changes and precinct boundaries to reflect realignments of all political subdivisions.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	4,649,831	3,393,942	3,134,710	4,484,686
Total Revenue	2,840,316	673,500	543,214	1,744,134
Local Cost	1,809,515	2,720,442	2,591,496	2,740,552
Budgeted Staffing		38.6		42.9
<b><u>Workload Indicators</u></b>				
Elections	187	110	113	210
Registered Voters	628,675	675,000	612,801	635,000
Polling Places	1,235	850	893	1,400
State Petitions Checked	6	5	1	3
Signatures Checked on State Petitions	61,994	39,200	3,638	42,500
Absentee Ballots issued	117,325	100,000	103,124	250,000

The favorable variance between the 2002-03 budget and actual appropriations is primarily attributed to salary/benefit savings resulting from a vacant clerical position that was part of the 4% Spend Down Plan, and a vacant Assistant ROV position because of an extended recruitment.

The unfavorable variance between the 2002-03 budget and actual revenue is attributed to uncollectible SB90 reimbursement, early voting system deferred revenue and an increase due to windfall election services revenue.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Budgeted staffing has been increased a net of 4.3 positions. Included iThe staffing increased 5.3 budgeted positions due to three factors:

- The department's election cycle entails two major elections in 2003-04, vs. one election in 2002-03. This increase of a major election increased the need for overtime by 0.4 budgeted positions.
- The increase in extra help of 4.9 budgeted positions is due to a combination of the extra major election plus a change in department policy of using extra help employees in lieu of temporary help. Corresponding reductions have been made in outside temporary help.

##### **PROGRAM CHANGES**

Effective the March 2004 Presidential Primary Election, the California Secretary of State has decertified the use of punchcard voting systems in California elections. The Registrar of Voters Office is currently in the process of replacing the existing punchcard system with an electronic voting system.

This budget is based on historical costs and revenues necessary to perform two major punchcard voting system elections, although both of these elections are anticipated to be conducted with electronic optical voting systems. When actual costs associated with the new electronic voting system are incurred, subsequent budget adjustments will be necessary and will be brought back to the Board for further action.

During the final budget hearing, the Board approved the addition of a new fee that enables the department to initially recover equipment rental costs in connection with the new electronic voting units. This fee was established at a rate that is comparable to that of the de-certified punchcard systems. Neither of these final budget changes resulted in an adjustment to revenues, appropriations, or budgeted staffing.

# REGISTRAR OF VOTERS

GROUP: Economic Development/Public Services  
DEPARTMENT: Registrar of Voters  
FUND: General AAA ROV

FUNCTION: General  
ACTIVITY: Elections

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	1,611,960	1,818,392	1,920,885	213,247	2,134,132
Services and Supplies	1,482,691	1,547,905	2,440,891	(115,570)	2,325,321
Central Computer	27,645	27,645	18,540	-	18,540
Equipment	12,414	-	-	-	-
Transfers	-	-	(1,264)	7,957	6,693
Total Appropriation	3,134,710	3,393,942	4,379,052	105,634	4,484,686
<b>Revenue</b>					
Current Services	535,026	198,500	1,463,500	177,084	1,640,584
State, Fed or Gov't Aid	(20,653)	450,000	150,000	(76,450)	73,550
Other Revenue	28,841	25,000	25,000	5,000	30,000
Total Revenue	543,214	673,500	1,638,500	105,634	1,744,134
Local Cost	2,591,496	2,720,442	2,740,552	-	2,740,552
Budgeted Staffing		38.6	37.6	5.3	42.9
<b>Total Changes Included in Board Approved Base Budget</b>					
Salaries and Benefits		48,974	MOU.		
		84,112	Retirement.		
		(33,136)	4% Spend Down Plan - Fiscal Clerk II.		
		2,543	Risk Management Workers' Comp.		
		102,493			
Services and Supplies		3,668	Risk Management Liabilities.		
		1,265,000	Change in election cycle - two major elections vs. one for last fiscal year.		
		(75,682)	4% Spend Down Plan reductions.		
		(300,000)	2002 Board action.		
		892,986			
Central Computer		(9,105)			
Transfers		(1,264)	Incremental Change in EHAP.		
<b>Revenue</b>					
Current Services		1,265,000	Increase in revenues due to the election cycle - two major elections vs. one major election last fiscal year.		
State, Fed or Gov't Aid		(300,000)	Reduction of state SB90 reimbursement; budget adjustment made based on October 8, 2002 Board action.		
Total Appropriation Change		985,110			
Total Revenue Change		965,000			
Total Local Cost Change		20,110			
Total 2002-03 Appropriation		3,393,942			
Total 2002-03 Revenue		673,500			
Total 2002-03 Local Cost		2,720,442			
Total Base Budget Appropriation		4,379,052			
Total Base Budget Revenue		1,638,500			
Total Base Budget Local Cost		2,740,552			

## REGISTRAR OF VOTERS

### Board Approved Changes to Base Budget

Salaries and Benefits	<u>213,247</u>	Increase is primarily due to election cycle (two major elections vs. one in prior year) - net increase in overtime (.4) and Extra Help (4.9) costs. Also, the department is planning to replace outside temporary help with extra help positions where possible. Corresponding decreases have been made in outside temporary help.
	<u>(41,150)</u>	Reduction in inventoriable equipment (decrease in available appropriations from State Early Voting funding).
	<u>(105,378)</u>	Reduction in temporary help - outside services is due to the planned increase in use of extra help positions to replace temporary help for a two election cycle.
	<u>(7,957)</u>	GASB 34 accounting change (EHAP).
	<u>17,000</u>	Postage increase for a two election cycle.
	<u>4,389</u>	Publications increase for a two election cycle.
	<u>10,793</u>	Office expense increase for a two election cycle.
	<u>6,733</u>	Increase in various object codes for a two election cycle.
Services and Supplies	<u>(115,570)</u>	
Transfers	<u>7,957</u>	GASB 34 accounting change (EHAP).
Total Appropriation	<u>105,634</u>	
Revenue		
Current Services	<u>177,084</u>	Increase in revenue is due to the election cycle - two major elections vs. one.
State and Federal Aid	<u>(41,450)</u>	Decrease in available revenue from state early voting funding.
	<u>(35,000)</u>	Decrease is due to expected decrease in state mailing reimbursement claims.
	<u>(76,450)</u>	
Other Revenue	<u>5,000</u>	Increase is due to election cycle - two major elections vs. one.
Total Revenue	<u>105,634</u>	
Local Cost	<u>-</u>	



## OVERVIEW OF BUDGET

DEPARTMENT: SPECIAL DISTRICTS  
DIRECTOR: EMIL MARZULLO

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Franchise Administration	298,177	-	298,177		3.0
Fish and Game Comm	69,753	59,200		10,553	-
TOTAL	367,930	59,200	298,177	10,553	3.0

### BUDGET UNIT: FRANCHISE ADMINISTRATION (AAA FRN)

#### I. GENERAL PROGRAM STATEMENT

Franchise Administration is a division of Special Districts. Its function is to monitor utility, cable, telecommunication, and interstate pipeline franchises, as well as the use of other public property. Franchise Administration is also responsible for ensuring submission of the appropriate documents from franchisees including reports, proof of insurance, and payment of franchise fees. Other duties include monitoring customer service compliance for cable television service providers and research designed to identify other entities utilizing public rights-of-way.

The Franchise Administration Division collects a substantial amount of annual franchise fee revenue on behalf of the county, and the fees are generally based upon a percentage of utility, cable, telecommunications, and interstate pipeline company gross revenues. These revenues are reflected as workload indicators, and are not directly incorporated within the division's budget, as the fees are accounted for separately within another fund.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	277,311	296,432	282,586	298,177
Local Cost	277,311	296,432	282,586	298,177
Budgeted Staffing		3.0		3.0
<b><u>Workload Indicators</u></b>				
Number of Franchises:				
Cable Television	13	13	13	13
Gas	4	4	4	3
Water	25	27	27	29
Electric	2	3	3	3
Pipeline and Telecom	5	8	8	10
Franchise Revenues:				
Cable Television	1,031,041	975,000	1,057,714	1,080,000
Gas	2,113,861	1,750,000	1,269,639	1,380,000
Water	213,223	180,000	189,014	190,000
Electric	2,027,870	1,800,000	2,241,725	2,300,000
Pipeline and Telecom	63,567	75,000	88,292	60,000

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

## SPECIAL DISTRICTS

GROUP: Economic Development/Public Services  
DEPARTMENT: Special Districts - Franchise Administration  
FUND: General AAA FRN

FUNCTION: General  
ACTIVITY: Legislation & Admin

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	180,515	187,699	201,989	-	201,989
Services and Supplies	56,935	62,812	50,922	(5,492)	45,430
Central Computer	2,052	2,052	1,463	-	1,463
Transfers	43,084	43,869	43,803	5,492	49,295
Total Appropriation	282,586	296,432	298,177	-	298,177
Local Cost	282,586	296,432	298,177	-	298,177
Budgeted Staffing		3.0	3.0	-	3.0
<b>Total Changes Included in Board Approved Base Budget</b>					
Salaries and Benefits		4,765	MOU.		
		9,302	Retirement.		
		223	Risk Management Workers' Comp.		
		<u>14,290</u>			
Services and Supplies		(11,857)	4% Spend Down Plan.		
		(33)	Risk Management Liabilities.		
		<u>(11,890)</u>			
Central Computer		<u>(589)</u>			
Transfers		<u>(66)</u>	Incremental Change in EHAP.		
Total Appropriation Change		1,745			
Total Revenue Change		-			
Total Local Cost Change		1,745			
Total 2002-03 Appropriation		296,432			
Total 2002-03 Revenue		-			
Total 2002-03 Local Cost		296,432			
Total Base Budget Appropriation		298,177			
Total Base Budget Revenue		-			
Total Base Budget Local Cost		298,177			
<b>Board Approved Changes to Base Budget</b>					
Services and Supplies	(2,500)		Non-inventoriable equipment.		
	(2,500)		Air/other travel.		
	(520)		GASB 34 Accounting Change (EHAP).		
	28		Net increase in various operating expenses.		
	<u>(5,492)</u>				
Transfers	4,972		Increase in transfer to the Special Districts Department for administrative support.		
	520		GASB 34 Accounting Change (EHAP).		
	<u>5,492</u>				
Total Appropriation	<u>-</u>				
Total Revenue	<u>-</u>				
Local Cost	<u>-</u>				

## SPECIAL DISTRICTS

### BUDGET UNIT: FISH AND GAME COMMISSION (SBV CAO)

#### I. GENERAL PROGRAM STATEMENT

The Fish and Game Commission was created by county ordinance. Revenues received from certain fines levied under the code are returned to the county and used for improvement of fish and game facilities. There is no staffing associated with this budget unit.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Actual</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
Total Appropriation	25,608	41,861	24,908	69,753
Total Revenue	(1,697)	15,000	8,599	59,200
Fund Balance		26,861		10,553

In accordance with Section 29009 of the California Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended has been carried over to the subsequent year's budget.

Revenues for this program are based upon fines levied by the court for code violations. Revenue is lower than expected because fish and game violations and citations, written by State Fish and Game Wardens, are down this year.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Special Districts - Fish and Game Commission  
FUND: Special Revenue SBV CAO

FUNCTION: Public Protection  
ACTIVITY: Other Protection

	<u>2002-03</u> <u>Actuals</u>	<u>2002-03</u> <u>Approved Budget</u>	<u>2003-04</u> <u>Board Approved</u> <u>Base Budget</u>	<u>2003-04</u> <u>Board Approved</u> <u>Changes to</u> <u>Base Budget</u>	<u>2003-04</u> <u>Final Budget</u>
<b><u>Appropriation</u></b>					
Services and Supplies	24,908	41,861	41,861	27,892	69,753
Total Appropriation	24,908	41,861	41,861	27,892	69,753
<b><u>Revenue</u></b>					
Fines & Forfeitures	8,599	15,000	15,000	44,200	59,200
Total Revenue	8,599	15,000	15,000	44,200	59,200
Fund Balance		26,861	26,861	(16,308)	10,553

##### **Board Approved Changes to Base Budget**

Services and Supplies	24,292	Special department expense increase for fish and game facility improvements, fund balance adjustment.
	2,000	Agency administration expense.
	1,600	Net increase in various object codes.
	<u>27,892</u>	
Total Appropriation	<u>27,892</u>	
Revenue		
Fines & Forfeitures	<u>44,200</u>	Anticipated revenue from District Attorney environmental violations funds.
Total Revenue	<u>44,200</u>	
Fund Balance	<u>(16,308)</u>	